

[ARCHIVED CATALOG]

CFCC 2019-2020 Catalog & Student Handbook



Cape Fear Community College

Wilmington Campus
411 North Front Street
Wilmington, North Carolina 28401-3910
(910) 362-7000

North Campus
4500 Blue Clay Road
Castle Hayne, North Carolina 28429-6114
(910) 362-7700

Burgaw Center
100 E. Industrial Drive
Burgaw, North Carolina 28425
(910) 362-7900

Alston W. Burke Center
621 NC Highway 210 E.
Surf City, North Carolina 28445
(910) 362-7930

Affirmative Action/Equal Opportunity College www.cfcc.edu

About the College

President's Welcome

Thank you for considering Cape Fear Community College! As one of the largest and oldest community colleges in North Carolina, CFCC has helped thousands of students improve their lives through education for more than half a century. At CFCC, there are many opportunities awaiting you and it is our hope that you will find a class, a program and ultimately a career path that you will find rewarding.

Our curriculum features over 200 academic and job training programs which include two-year associate degrees along with a variety of diploma and certificate options for specialized training. Many of our programs have been recognized by national and regional accrediting agencies and other professional organizations for achieving high standards and best practices.

We take pride in our college, but more importantly, we take pride in the success of our students. Each member of our faculty and staff is here to help you reach your goal. Our class sizes, whether offered online or face-to-face, are designed to be small so that students can experience engaged, hands-on instruction. In addition, there are numerous resources outside the classroom which can provide extra academic and personal support if you need it.

Our faculty and staff are experts in their fields and are the most dedicated and talented you'll find at any college or university. All of these resources are offered as part of the collective CFCC experience, which is designed to help you reach your educational goal, whether it is to earn a degree, improve your job skills, prepare for a new career, or for your personal enrichment.

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President, Student Government Association CFCC	

Mission Statement

For the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; revised and adopted June 1998; revised and adopted September 2006.

For Cape Fear Community College

Provide high quality, dynamic, and innovative educational, cultural, training, and workforce development opportunities for individuals, businesses, and industries in New Hanover and Pender counties.

Approved by the CFCC Board of Trustees, November 14, 2018.

Vision Statement

Cape Fear Community College: A world-class college serving diverse communities, promoting excellence through innovation in education, and empowering students for life-long success.

Approved by the CFCC Board of Trustees, November 14, 2018.

College Goals

- Provide exceptional professional, technical, pre-baccalaureate, and life-long education.
- Enhance the regional economy by providing training and educational programs that support a skilled workforce and are responsive to the needs of local employers.
- Promote the region's technological, cultural, and artistic development and civic involvement.
- Support learning environments that celebrate and value diversity, inclusiveness, and respect, and encourage the personal and intellectual growth of all students, faculty, and staff.
- Provide safe, well-maintained facilities and campuses that leverage industry standard technologies to promote student learning and engagement.
- Support and promote the holistic development of all learners' personal abilities and well-being.

Approved by the CFCC Board of Trustees, November 14, 2018.

About the College

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of vocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

Cape Fear Community College's official service area includes New Hanover and Pender counties. CFCC's Wilmington campus is located in downtown Wilmington and the North Campus is located in Castle Hayne. CFCC offers classes at the Burgaw Center and at the Alston W. Burke Center in Pender County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 27,000.

Note

The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

Non-discrimination Policy

Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the College's operations.

Institutional Accreditation

Cape Fear Community College is accredited by the Commission on College of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern

Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Cape Fear Community College.

Cape Fear Community College (CFCC) provides the above information to enable interested constituents (1) to learn about the accreditation status of CFCC, (2) to file a third-party comment at the time of CFCC's decennial review, or (3) to file a complaint against CFCC for alleged non-compliance with a standard or requirement. The Commission on College's should be contacted only if there is evidence that appears to support Cape Fear Community College's significant non-compliance with a requirement or standard. Otherwise, the Commission on College's website provides membership information and accreditation status of its members at www.sacscoc.org. All other inquiries about Cape Fear Community College should be addressed directly to the college and not to the Commission on College's office.

Member Of

Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

Accreditations and Certifications of Select Programs

Associate Degree Nursing: Accreditation Commission for Education in Nursing, Inc. (ACEN). The address and telephone number of Accreditation Commission for Education in Nursing, Inc. is 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

Cardiovascular Sonography: The CFCC Medical Sonography Program - Cardiac Concentration is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19 N., Suite 158 Clearwater, Florida 33763 Phone: 727-210-2350

Criminal Justice Technology: The North Carolina Criminal Justice Education and Training Standards Commission. The address and telephone number of the North Carolina Criminal Justice Education and Training Standards Commission is NC Criminal Justice Standards Division, NC Department of Justice, 1700 Tryon Park Drive, Raleigh, NC 27610; PO Drawer 149, Raleigh, NC 27602-0149, (919) 661-5980.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (800) 621-8099 or (312) 440-4653.

Dental Hygiene: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653. The dental hygiene program is accredited without reporting requirements.

Early Childhood Education: National Association for the Education of Young Children (NAEYC), NAEYC Accreditation Early Childhood Higher Education Programs, 1313 L Street NW, Suite 500, Washington DC 20005-4101, (202) 232-8777 or (800) 424-2460.

Medical Sonography: The CFCC Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19 N., Suite 158 Clearwater, Florida 33763. Phone: 727-210-2350.

Nurse Aide Level I: The North Carolina Department of Health and Human Services (DHHS), Health Care Personnel Education and Credentialing Section. The address and telephone number for the DHHS, Health Care Education and Credentialing Section is 2709 Mail Service Center, Raleigh, NC 27699-2709, (919) 855-3969. The NC DHHS website is www.ncnar.org.

Nurse Aide Level II: The North Carolina Board of Nursing (NCBON). The address and telephone number of the North Carolina Board of Nursing is P. O. Box 2129, Raleigh, North Carolina, 27602, (919) 782-3211. The NCBON website is www.ncbon.org.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-AOTA, www.acoteonline.org.

Pharmacy Technology: The American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD, 20814, (301) 657-3000, www.ashp.org.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (773) 714-8880.

Practical Nursing: The North Carolina Board of Nursing, PO Box 2129, Raleigh, NC 27602, (919) 782-3211, www.ncbon.org.

Radiography: Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Surgical Technology: The Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, (303) 694-9262.

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP, OR OTHER NON-RELEVANT FACTORS.

Calendar 2019-2020 (Print)

Fall Semester 2019

Advising Begins for All Students (for Summer 2019 and Fall 2019)	Mon, March 25, 2019
Priority Registration Begins for Currently Enrolled Students (for Summer 2019 and Fall 2019, date/time assigned according to completed credits)	Mon, April 15, 2019
Registration Open for All Students (for Summer 2019 and Fall 2019 - Current, New and Returning)	Mon, April 22, 2019
Faculty Return	Mon, Aug 12, 2019
In-Service for Faculty and Staff	Tues, Aug 13, 2019
Late Registration & Deadline for Dropping a Class with 100% Refund	Thurs, Aug 15, 2019

Classes Begin (Full-Term and 1st Mini)	Fri, Aug 16, 2019
Saturday Classes Begin	Sat, Aug 17, 2019
Labor Day-College Closed	Mon, Sept 2, 2019
12 Week -Classes Begin	Mon, Sept 16, 2019
Riverfest-Fall Break-No Classes-College Open	Fri, Oct 4, 2019
Riverfest-Fall Break-College Closed	Sat, Oct 5, 2019
Advising Begins for All Students (for Spring 2020)	Mon, Oct 7, 2019
Last Day to Withdraw with Grade of "W" (Full-Term)	Thurs, Oct 24, 2019
Saturday Classes End	Sat, Oct 26, 2019
Priority Registration Begins for Currently Enrolled Students (for Spring 2020, date/time assigned according to completed credits)	Mon, Oct 28, 2019
Last Day to File an Intent to Graduate for Fall Semester	Fri, Nov 1, 2019
Registration Open for All Students (for Spring 2020 -Current, New, and Returning)	Mon, Nov 4, 2019
Last Day to Withdraw with a Grade of "W" (12-Week)	Tues, Nov 5, 2019
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 26-27, 2019
Thanksgiving Break-College Closed	Thurs-Sat, Nov 28-30, 2019
Classes End (Full-Term, 12-Week, 2nd Mini)	Fri, Dec 13, 2019
Christmas Break-College Closed	Sat, Dec 21, 2019 - Tues, Dec 31, 2019
New Year's Day Observed-College Closed	Wed, Jan 1, 2020
Faculty Return	Tues, Jan 7, 2020

1st Mini Session-Fall Semester 2019

Late Registration & Deadline for Dropping a Class with 100% Refund (1st Mini)	Thurs, Aug 15, 2019
1st Mini Classes Begin	Fri, Aug 16, 2019
Labor Day-College Closed	Mon, Sept 2, 2019
1st Mini Last Day to Withdraw with Grade of "W"	Thurs, Sept 19, 2019

Riverfest-Fall Break-No Classes-College Open	Fri, Oct 4, 2019
Riverfest-Fall Break-No Classes-College Closed	Sat, Oct 5, 2019
1st Mini Classes End	Mon, Oct 14, 2019

2nd Mini Session-Fall Semester 2019

Late Registration & Deadline for Dropping a Class with 100% Refund (2nd Mini)	Mon, Oct 14, 2019
2nd Mini Classes Begin	Tues, Oct 15, 2019
2nd Mini Last Day to Withdraw with Grade of "W"	Fri, Nov 15, 2019
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 26-27, 2019
Thanksgiving Break-College Closed	Thurs-Sat, Nov 28-30, 2019
2nd Mini Classes End	Fri, Dec 13, 2019

Spring Semester 2020

Advising Begins for All Students (for Spring 2020)	Mon, Oct 7, 2019
Priority Registration Begins for Currently Enrolled Students (for Spring 2020, date/time assigned according to completed credits)	Mon, Oct 28, 2019
Registration Open for All Students (for Spring 2020 - Current, New, and Returning)	Mon, Nov 4, 2019
New Year's Day Observed-College Closed	Wed, Jan 1, 2020
Faculty Return	Tues, Jan 7, 2020
Late Registration & Deadline for Dropping a Class with 100% Refund (Spring 2020)	Wed, Jan 8, 2020
Classes Begin (Full Term and 1st Mini)	Thurs, Jan 9, 2020
Saturday Classes Begin	Sat, Jan 11, 2020
Martin Luther King Jr Day-College Closed	Mon, Jan 20, 2020

No Classes-College Open	Tues, Jan 21, 2020
12 Week Classes Begin	Mon, Feb 10, 2020
Spring Break-No Classes	Sat, March 7, 2020
Spring Break-No Classes-College Open	Mon-Fri, March 9-13, 2020
Last Day to File an Intent to Graduate for Spring	Fri, March 20, 2020
Saturday Classes End	Sat, Mar 21, 2020
Advising Begins for All Students (for Summer 2020 and Fall 2020)	Mon, March 23, 2020
Last Day to Withdraw with Grade of "W" (Full-Term)	Wed, March 25, 2020
Azalea Festival -No Clases-College Open	Thurs-Fri, April 2-3, 2020
Azalea Festival-College Closed	Sat, April 4, 2020
Last Day to Withdraw with Grade of "W" (12-Week)	Wed, April 8, 2020
Easter Holiday-College Closed	Fri-Sat, April 10-11, 2020
Priority Registration Begins for Currently Enrolled Students (for Summer 2020 and Fall 2020, date/time assigned according to completed credits)	Mon, April 13, 2020
Registration Open for All Students (for Summer 2020 and Fall 2020 - Current, New, and Returning)	Mon, April 20, 2020
Classes End (Full-Term, 12-Week, 2nd Mini)	Wed, May 13, 2020
Commencement	Fri, May 15, 2020

1st Mini Session-Spring Semester 2020

Late Registration & Deadline for Dropping a Class with 100% Refund (1st Mini)	Wed, Jan 8, 2020
1st Mini Classes Begin	Thurs, Jan 9, 2020
Martin Luther King Jr. Day-College Closed	Mon, Jan 20, 2020
No Classes-College Open	Tues, Jan 21, 2020
1st Mini Last Day to Withdraw with Grade of "W"	Thurs, Feb 13, 2020

1st Mini Classes End

Fri, March 6, 2020

2nd Mini Session-Spring Semester 2020

Late Registration & Deadline for Dropping a Class with 100% Refund (2nd Mini)

Sun, March 15, 2020

2nd Mini Classes Begin

Mon, March 16, 2020

Last Day to File an Intent to Graduate for Spring

Fri, March 20, 2020

Azalea Festival-No Classes-College Open

Thurs-Fri, April 2-3, 2020

Azalea Festival-College Closed

Sat, April 4, 2020

Easter Holiday-College Closed

Fri-Sat, April 10-11, 2020

2nd Mini Last Day to Withdraw with Grade of "W"

Tues, April 21, 2020

2nd Mini Classes End

Wed, May 13, 2020

Summer Semester 2020

(8 and 10 week)

Advising Begins for All Students (for Summer 2020 and Fall 2020)

Mon, March 23, 2020

Priority Registration Begins for Currently Enrolled Students (for Summer 2020 and Fall 2020, date/time assigned according to completed credits)

Mon, April 13, 2020

Registration Open for All Students (for Summer 2020 and Fall 2020 - Current, New, and Returning)

Mon, April 20, 2020

Late Registration

Thurs-Fri, May 21-22, 2020

Deadline for Dropping a Class with 100% Refund

Mon, May 25, 2020

Memorial Day-College Closed

Mon, May 25, 2020

Classes Begin

Tues, May 26, 2020

Last Day to File an Intent to Graduate for Summer

Fri, June 19, 2020

8 Week-Last Day to Withdraw with Grade of "W"	Fri, June 26, 2020
Independence Day-College Closed	Fri, July 3, 2020
10 Week-Last Day to Withdraw with Grade of "W"	Wed, July 8, 2020
8 Week-Classes End	Wed, July 22, 2020
10 Week-Classes End	Wed, Aug 5, 2020
Commencement	Fri, Aug 7, 2020

1st Mini Session-Summer Semester 2020

(4 and 5 week)

Late Registration	Thurs-Fri, May 21-22, 2020
Deadline for Dropping a Class with 100% Refund (1st Mini)	Mon, May 25, 2020
Memorial Day-College Closed	Mon, May 25, 2020
1st Mini Classes Begin	Tues, May 26, 2020
4 Week-Last Day to Withdraw with Grade of "W"	Wed, June 10, 2020
5 Week-Last Day to Withdraw with Grade of "W"	Mon, June 15, 2020
4 Week-Classes End	Mon, June 22, 2020
5 Week-Classes End	Mon, June 29, 2020

2nd Mini Session-Summer Semester 2020

(4 and 5 week)

Late Registration & Deadline for Dropping a Class with 100% Refund (2nd Mini)	Tues, June 30, 2020
2nd Mini Classes Begin	Wed, July 1, 2020

Independence Day-College Closed	Fri, July 3, 2020
4 Week-Last Day to Withdraw with Grade of "W"	Fri, July 17, 2020
5 Week-Last Day to Withdraw with Grade of "W"	Wed, July 22, 2020
4 Week-Classes End	Wed, July 29, 2020
5 Week-Classes End	Wed, Aug 5, 2020

Academic Information

Academic Program Change

Students who desire to change from one academic program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Prior to March 2018, incoming transcripts were evaluated for specific majors. Beginning in March 2018, CFCC began to transfer in all courses that meet our transfer criteria. If a transcript was evaluated prior to March 2018 and the student is requesting to change their major, they will need to request a transcript re-evaluation as part of the major change process. Students should complete this process prior to any registration period.

Academic Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found in our online catalog.

Attendance Policy

College instruction is designed for students to learn by way of class attendance, and regular attendance is a key to academic success. Attendance is based on class meetings and calculated from the first class meeting, not based on when the student enrolls in the class. Students are expected to punctually attend all class sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students who have not attended at least once by the 10 percent date of the class may be administratively dropped as a "No Show." No-Show students will be removed from the class roster and will not be allowed to continue in the class.

Within their respective departmental guidelines, instructors are responsible for stating their own course attendance and tardiness requirements on course syllabi distributed at the beginning of the academic term. It is the student's responsibility to know and understand the attendance requirements for each instructor and to understand how attendance in class might affect his or her final grade. Regardless of how attendance is used in grading, faculty are required to keep a timely record of attendance for each student through the end of the semester using a college approved record keeping software.

Attendance in online (Internet and Hybrid) courses is measured not only by completion of an initial enrollment verification assignment (within the first 10% of the semester) but also by completion of the required coursework and/or online participation, as defined by the instructor on the course syllabus. In Hybrid courses, students MUST meet on the required meeting dates specified (first class meeting, lab, etc.). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

Veteran & Military Service Member Attendance Policy

CFCC recognizes the unique situations that our students who are veterans and/or military service members of the US Armed Forces sometimes endure situations which can affect their attendance. If a veteran and/or military service member student receives orders for unexpected short-term deployment or training, or for medical appointments and/or hospitalization due to service related injuries, absences that result from these orders or appointments will not count toward the total number of absences allowable per the attendance policy of each class in which that student is enrolled.

A student seeking an excused absence should first present military orders and/or medical documentation from an approved provider (Military Hospitals, Veterans Healthcare Administration, and/or Veterans Choice Program) in relation to service-connected injuries to the Director of Veteran's Affairs, to be shared with the respective department chair and the student's instructor. CFCC will adhere to the Excused Absence for Military Service policy, prescribed by the State Board of Community Colleges (SBCCC.500.1), for those service members forward deployed or in training, contingent upon orders submitted to the Director of Veteran's Affairs.

The college acknowledges that some classes, such as biology and clinicals in allied health programs, have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

We also recognize that there will be unique cases that will require the exercise of sound judgment. Instructors, department chairs, and the Director of Veteran Affairs will collectively discuss these cases to determine the best way to assist our veteran and/or military service member students in completing their course of study.

Students who are currently serving in the Guard/Reserve must adhere to the College's No Show policy by attending all of their classes before the deployment or training begins. Students unable to attend class on or prior to the census date (10% point of class) should register for another class session when available.

Religious Observance Notification

Students will be allowed two days of excused absence each academic year for religious observances required by the faith of the student. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services and Enrollment Management. The completed form must be submitted to the Vice President for Student Services and Enrollment Management or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President for Student Services and Enrollment Management or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with

their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment in to a curriculum program. Anyone not in continuous enrollment for more than one semester (not counting summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the dean.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

College Closings or Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at www.cfcc.edu, myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the attendance policies for that student's class(es). Classes that are cancelled due to inclement weather may, at the discretion of a class's instructor, be made up using the online or web-assisted components of those classes to deliver instruction.

Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and **must not have enrolled in the course prior to taking the proficiency exam**. The student must request the Credit by Proficiency Application from the Registrar and have it approved by the department chair in order to challenge the course. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams.

CLEP - College Level Examination Program®

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide describes the cutoff scores and credits that may be earned through the CLEP. *Credit may be awarded for other CLEP tests not listed.* Students should submit official CLEP scores to the Registrar's Office prior to registration for possible credit and proper course placement.

	CFCC	Credit	Min.
Examination	Course	Hours	Score
Financial Accounting	ACC 120	4	50
Biology	BIO 110	4	50
Chemistry	CHM 151+lab	4	50
Information Systems & Computer Applications	CIS 110	3	50
Prin. Of Microeconomics	ECO 251	3	50
Prin. Of Macroeconomics	ECO 252	3	50
College Composition	ENG 111 & ENG 112	6	50
College Comp Modular	ENG 111	3	50
Analyzing & Interp. Lit.	ENG 131	3	50
English Literature	ENG 241	3	50
American Literature	ENG 231	3	50
Western Civ. I	HIS 121	3	50
Western Civ. II	HIS 122	3	50
History of U.S. I	HIS 131	3	50
History of U.S. II	HIS 132	3	50
Humanities	HUM 211	3	50
College Algebra	MAT 171	4	50
Calculus	MAT 271	4	50
Precalculus	MAT 171 & MAT 172	8	50
Prin. of Marketing	MKT 120	3	50

American Government	POL 120	3	50
Intro. Psychology	PSY 150	3	50
Human Growth and Development	PSY 241	3	50
Educational Psy.	PSY 263	3	50
Introductory Sociology	SOC 210	3	50
French	FRE 111&FRE 112	6	50
	FRE 211	*9	59
German	GER 111&GER 112	6	50
	GER 211	*9	60
Spanish	SPA 111&SPA 112	6	50
	SPA 211	*9	63

*Students achieving the cutoff score for 211 are also given credit for 111 and 112.

AP®- Advanced Placement

CFCC may grant credit in appropriate courses on the basis of AP® examination results. The following guide describes the cutoff scores and credits that may be earned through AP®. Credit may be awarded for other AP tests not listed. Students should submit official AP® scores prior to registration for possible credit and proper course placement.

	CFCC	Credit	
Examination	Score	Course	Hours
Art History	3	ART 114	3
Art 2D Design	3	ART 121	3
Art 3D Design	3	ART 122	3
Biology	3	BIO 111 & BIO 112	8
Chemistry	3	CHM 151 & CHM 152	8
Computer Science A	3	CIS 115	3
Microeconomics	3	ECO 251	3
Macroeconomics	3	ECO 252	3
English Lang & Comp	3	ENG 111 & ENG 112	6
Eng Lit & Comp	3	ENG 111 & 113	6

Environmental Science	3	ENV 110	3
French Language	3	FRE 111 & FRE 112	6
French Language	4	FRE 111 & FRE 112	
		FRE 211 & FRE 212	12
German Language	3	GER 111 & GER 112	6
German Language	4	GER 111 & GER 112	
		GER 211 & GER 212	12
Human Geography	3	GEO 112	3
World History	3	HIS 111 & HIS 112	6
European History	3	HIS 121 & HIS 122	6
US History	3	HIS 131 & HIS 132	6
Latin	3	LAT 111 & 112	6
Statistics	3	MAT 152	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 & MAT 272	8
Music Theory	3	MUS 121	4
Physics I	4	PHY 151	4
Physics C-Mechanics	3	PHY 131	4
Physics C-Elec/Mag	3	PHY 132	4
Physics B	3	PHY 151 & PHY 152	8
US Gov /Politics	3	POL 120	3
Comp.Gov/Politics	3	POL 210	3
Psychology 3	3	PSY 150	3
Spanish Language	3	SPA 111 & SPA 112	6
Spanish Language	4	SPA 111 & SPA 112	
		SPA 211 & SPA 212	12

IB (International Baccalaureate)

Students may receive credit by examination for achieving acceptable scores on the High Level (HL IB) International Baccalaureate examinations. Official test scores should be sent to the registrar's office for

evaluation prior to registration for possible credit and proper course placement. CFCC only accepts certain exams of the "High Level."

DSST (DANTES Subject Standardized Tests)

Students may receive credit by examination for achieving acceptable scores on the DSST (DANTES Subject Standardized Tests). Students should submit official DSST scores prior to registration for possible credit and proper course placement.

Note: Course credit awarded by CFCC on the basis of CLEP, AP, IB, or DSST exam scores may not transfer to other institutions.

Credit for Prior Learning Experiences

In some circumstances, students may be eligible to receive academic credit for non-credit learning experiences. Examples of non-credit learning experiences include Continuing Education classes and programs, military education and training, industry-recognized certifications, and certain apprenticeship programs. A student may only petition for the conversion of non-credit learning experiences to academic credit for courses in the student's declared curriculum program of study. No more than 25% of a student's curriculum program credits will be awarded through the conversion of non-credit learning experiences. CFCC reserves the right to require documentation supporting the equivalent quality of the learning outcomes, instructional content, and instructor qualifications of any non-credit learning experiences for which a student petitions conversion to academic credit. CFCC will also require documentation that a student satisfactorily completed within the last five years any non-credit learning experiences for which the student petitions credit conversion. CFCC's Chief Academic Officer must approve each student petition for credit conversion. Students who feel they may be eligible for the conversion of non-credit learning experiences to academic credit should contact their academic program's director for additional information.

Educational Partnerships

Cape Fear Community College and its partners work together to provide a variety of academic, cultural, and work-based experiences designed to enhance the educational experience of students and improve the quality of life for local residents.

Partnerships with Business and Industry

Work Based Learning

CFCC partners with local business and industry to offer students on-the-job training opportunities through Work Based Learning. Participating students may earn college credit using approved work experience(s) specifically related to their educational program goals. Work Based Learning classes include WBL110, WBL111, WBL112, WBL113, WBL115, WBL121, WBL125, WBL131, and WBL215. Employers and organizations interested in having a Work-Based-Learning student are urged to contact the Dean of Career and Technical Education at 910-362-7009 and see our webpage: <http://cfcc.edu/wbl/>.

Student Enrollment Criteria: To qualify for one of these classes, students must meet the following criteria:

- Must be at least 18 years old. Students under 18 years old may participate if they have approval from the college and worksite. They must also complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
- Must be enrolled in a program that offers WBL courses.
- Transcripts or degree audit must be attached with your application.

Please Note: Individual programs may have additional requirements for enrolling in a Work-Based-Learning work experience course.

Registration Process: To register for a Work Based Learning course, a student must submit an application directly to the WBL instructor. After the college has approved the application, the student may register using WebAdvisor/Student Planning or through his/her academic advisor during the registration period. A Work Based Learning application is required each semester the student plans to enroll. The application is available online (<http://cfcc.edu/wbl/>).

Please note: Work-Based-Learning courses may not transfer to four-year institutions. Students should always check with the receiving college or university to verify transferability of any course. The college reserves the right to limit work-based-learning experiences based on the appropriateness, applicability, and location of the position.

For more information, please see the Work Based Learning Web page: <http://cfcc.edu/wbl/> or contact the Dean of Career and Technical Education at 910-362-7009 or your lead instructor (AAS programs only).

Partnerships with Community Agencies

Service Learning

CFCC partners with local community service-based agencies to provide students enrolled in select classes the opportunity to complete service learning activities to fulfill requirements for a course project. The goal of service learning is to integrate into an assignment meaningful community service activities that help students better understand the course content. These activities should:

- Provide opportunity to apply ideas and theories learned in class to a reflective, service-based experience;
- Help students become more interconnected with the community through their contributions.

For more information about service learning projects at CFCC, please see our web page: <http://www.cfcc.edu/ServiceLearning>.

History Teaching Alliance

The History Teaching Alliance (HTA), a partnership between CFCC, UNC-Wilmington, high schools, and local public historical sites and organizations, coordinates events designed to appeal to the intellectual curiosity of history educators and students. For more information about the HTA, please see our Web page: <http://cfcc.edu/blogs/hta/>.

Partnerships with Four-Year Institutions:

CFCC partners with public and private North Carolina four-year colleges and universities to provide a clear pathway from associate degree coursework to baccalaureate studies.

Statewide Comprehensive Articulation Agreements: The following transfer articulation agreements between North Carolina community colleges and North Carolina colleges and universities provide qualifying AA, AE, AS, and AFA graduates clear guidelines for transferring from CFCC to a four-year college or university in North Carolina:

- The North Carolina Comprehensive Articulation Agreement between North Carolina community colleges and North Carolina public universities.
- The Uniform Articulation Agreement between the University Of North Carolina Baccalaureate Engineering Programs and North Carolina Community College System Associate in Engineering Programs.
- The Independent Comprehensive Articulation Agreement between North Carolina community colleges and 24 North Carolina independent colleges and universities.

Bilateral Agreements: CFCC and select UNC institutions have bilateral agreements that provide qualifying graduates of AA, AS, and some AAS programs a pathway for transferring coursework into a four-year degree.

Select AAS programs:

- Qualifying graduates have the opportunity to transfer to UNC-Pembroke and earn a Bachelor's of Interdisciplinary Studies through online learning courses or face-to-face courses that UNC-Pembroke offers on the campus of CFCC.
- Qualifying graduates have the opportunity to transfer into UNC-Wilmington's Education of Young Children bachelor's program.
- Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

AA and AS (college transfer) programs:

- CFCC and UNCW Bilateral Agreement: Qualifying graduates have assured acceptance into UNC-Wilmington, provided graduates have completed the UNC-Wilmington application process and met all criteria stipulated in its bilateral agreement with CFCC. Graduates are admitted to UNC-Wilmington on a space-available basis; spring applicants may be deferred to the FALL SEMESTER if space is not available.
- CFCC and NC Wesleyan College Bilateral Agreement: Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

For more information, refer to the "College Transfer General Information and Articulation Agreements" section of this handbook and see our Web page: <http://cfcc.edu/partnerships/>.

C-STEP

The Carolina Student Transfer Excellence Program (C-STEP) is a partnership between Cape Fear Community College and the University of North Carolina at Chapel Hill. The goal of C-STEP is to identify high-achieving students who would not otherwise attend a selective college or university; to enroll these students in the Associate in Arts/Science program at one of the partnering community colleges; to mentor these students through successful completion of an Associate degree (AA/AS); to transfer these students, as juniors, to UNC-Chapel Hill; and to support their successful completion of a baccalaureate degree. Students who successfully complete their Associates degree (AA/AS), and remain in good standing with the C-STEP program are guaranteed eventual admission to the University of North Carolina - Chapel Hill. Students who are interested in the program should contact the program liaisons via email - cstep@cfcc.edu

Independent Study

CFCC provides the opportunity for students to pursue, on an individual basis, subjects in the students' major area of study. Independent study is not intended, nor will it be allowed, as a substitute for existing courses as listed in the schedule of classes. If the student is preparing to complete the last full semester of study prior to graduation and the college is unable to offer a major course required for a degree, independent study may be considered. In an independent study arrangement, the student first seeks approval from the respective department chair who then works to identify an instructor to supervise the study. The chair will contact the student to let them know if there is an instructor available to supervise the study. The student then meets with the instructor. The instructor provides for a course outline and discusses course requirements and expectations with the student. The instructor then notifies the appropriate chair who authorizes scheduling of the course. The number of credits may vary. Current tuition rates apply, as do standard grading policies. Independent study opportunities are for students who:

- are currently enrolled in classes at CFCC
- have earned a 2.0 or higher cumulative GPA
- have completed 12 credits in their major program of study
- have met the pre-requisites and/or co-requisites of the course proposed for independent study

Independent study courses are subject to the consent of the department chair and the availability of qualified instructors. Courses are run by semester and all work must be completed within the semester dates. Only one (1) course taken as independent study may be applied toward an associate degree, diploma, or certificate.

North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors. Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

- Students must enroll at the community college within two years of their high school graduation date.
- A grade of "B" or higher is required for the course.
- A raw score of 90 or higher is required on the standardized Career and Technical Education (CTE) post-assessment score report.

Any student wishing to receive credit should submit both an official high school transcript and CTE post-assessment score report. The Registrar's Office should then be contacted for transcript evaluation.

Grades

Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "F." Grades are assigned a numerical value when determining a student's Grade Point Average (GPA).

Grading System

Quality Points

<u>Grade</u>	<u>Significance</u>	<u>Per Semester Hour</u>
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	n/a
W	Official Withdrawal	n/a
XF	Unofficial Withdrawal	0
AU	Audit	n/a
SR	Senior Audit	n/a
CR	Credit by Proficiency Exam	n/a
CT	Credit by Transfer	n/a
PA	Passing (remedial courses only)	n/a
PB	Passing (remedial courses only)	n/a
PC	Passing (remedial courses only)	n/a
R	Repeat (remedial courses only)	n/a

Grading Scale

The College grading scale is:

A	=	92 - 100
B	=	84 - 91
C	=	76 - 83
D	=	68 - 75
F	=	0 - 67

Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

		Semester		Times		
		Hours		Grade	Equals	
<u>Course</u>	<u>Grade</u>	<u>Attempted</u>		<u>Value</u>		<u>Quality Points</u>
1	B	2	X	3	=	6
2	A	6	X	4	=	24
3	C	4	X	2	=	8
4	B	3	X	3	=	9
5	F	3	X	0	=	0
TOTALS		18				47

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

Final Grades

Final grades will be available through WebAdvisor/Student Planning for students after the end of each academic session. Course grades, along with semester and cumulative grade point average (GPA), will be displayed. Grade reports are no longer printed and mailed to students.

Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.
2. Courses with an earned grade of "D," "F," "W," "WP," "XF," or "WF" may be repeated until successfully completed.
3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript.

Students who receive veteran benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

Academic Forgiveness

Students may request in writing to the Registrar to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Prior to evaluation for academic forgiveness, the student must be re-admitted to the college, register and successfully complete the first semester of course work at the 100 level or above with a GPA of 2.0. Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Grades which may be disregarded from students' grade point averages are "F," "XF," "WF," and "NC."

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time and must be completed before graduation from a Cape Fear Community College Program.

Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid.

Academic forgiveness has no bearing on any other institution or how they calculate grade point averages.

Note: The three year period of non-enrollment starts the term after the last enrollment and goes for three years or nine full terms. For example, if the student stops attending after the Spring term, they must not be enrolled for nine full terms, Summer, Fall, Spring, Summer, Fall and Spring, Summer, Fall, Spring. The next Summer (or after) would be the term that they could return, achieve a 2.0 or higher, and then submit for academic forgiveness for courses that were taken prior to the non-enrollment.

Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final grades where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1. The student with the conflict must first make an appeal in writing via email to the class instructor to attempt to resolve the difference. This initial appeal must be made by the student within five (5) weekdays of the beginning of the subsequent school term. Every reasonable effort should be made to resolve the matter at this level (Step 1). The instructor will notify his/her department chair and dean in writing of the grade appeal.

Step 2. If the student is not satisfied with the decision of his/her instructor in Step 1, he/she may, within five (5) weekdays of the date of notification of the instructor's decision on the grade appeal, file a written appeal via email to the instructional dean responsible for the course in question. The dean, in consultation with the instructor and department chair, will review and

evaluate the appeal to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within five (5) weekdays of receipt of student's written notice.

Step 3. If the student is dissatisfied with the outcome of Step 3, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice of appeal to the Vice President for Student Services and Enrollment Management. The Vice President for Student Services and Enrollment Management will convene the Academic Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the appeal. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student, the dean, the department chair, and the instructor of the Academic Subcommittee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Students dismissed from the clinical area in Health Sciences and Nursing programs will follow the appeals process outlined in the program student handbook.

Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree, diploma, or certificate he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.0.

Academic Warning and Probation

Students whose cumulative grade point averages fall below Satisfactory Progress Standards (Cumulative 2.0 GPA) for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their faculty advisor for documentation only. Students on academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ACA 111 or ACA 122, advisors, Disability Support Services, and/or Career Services.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) for the subsequent semester will be placed on academic probation for the upcoming semester. Students on academic probation are required to meet with an Academic Success Coach to discuss strategies for success before registering for classes. In addition, during the fall and spring semesters, students on academic probation may register for a maximum of ten (10) credit hours after meeting with their Academic Success Coach. These students will also be required to register for Student Success Strategies (ACA-090) as one of their allowable 10 credit hours. During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester.

Furthermore, students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) in any subsequent semester thereafter will remain on academic probation until the satisfactory progress standard (Cumulative 2.0 GPA) is met. Students continuing on academic probation are required to meet with an Academic Success Coach two (2) separate times during each semester and may register for a maximum of six (6) credit hours per semester until their cumulative GPA reaches 2.0.

Students receiving financial aid must maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement, and all attempted hours will be included in the calculation of maximum time frame.

Academic Integrity / Cheating and Plagiarism

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.
2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the department chair, the dean, and the Vice President for Student Services and Enrollment Management within ten (10) weekdays from the time the incident was discovered.

Right of Appeal

To initiate an appeal of an action taken in response to a violation of academic integrity, the student must submit a written appeal to the Vice President for Student Services and Enrollment Management within ten (10) weekdays after being notified of the action. The Vice President for Student Services and Enrollment Management will present the appeal to the Academic Subcommittee of the Judicial Board within ten (10) weekdays.

The committee will provide written notification to the Vice President for Student Services and Enrollment Management of its decision. The Vice President for Student Services and Enrollment Management will then notify the student, faculty, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Graduation

Requirements for Graduation

To receive an Associate Degree, Diploma, or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00 (students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

Computer Competency

All CFCC degree graduates must demonstrate basic computer competency. Students in programs that require specific computer coursework may demonstrate their competency by successfully completing the computer class that has been designated in their program. Students in programs that do not require specific computer coursework will need to pass the Computer Competency Test offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to the Office of the Registrar and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

Students may demonstrate computer competency in one of the following ways: take the Computer Competency Test in the Learning Lab, or take a college transfer computer course: CIS 110, or CIS 115, or CSC 151. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

Information and help for students electing to take the Computer Competency Test through the Learning Lab may be found at <http://cfcc.edu/learninglab/>. Additional help may be found at <http://www.gcflearnfree.org/office2013>. Students are advised to prepare for the test through materials found on these pages.

Intent to Graduate

Candidates for graduation must file an Intent to Graduate online for Associate Degrees and Diplomas. At that time, candidates will also complete the Graduating Student Opinion Survey. Deadlines to file the Intent to Graduate are:

Academic Year 2019-2020

- Fall - Friday, November 1, 2019
- Spring - Friday, March 20, 2020
- Summer - Friday, June 19, 2020

Upon completion of program requirements, the college may award the credential without student request.

Commencement exercises are held following the spring semester and at the end of the summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's Program of Study will end. Therefore, students must contact the counseling offices to declare a new Program of Study if they plan to continue enrollment at CFCC.

Graduation Honors

President's Award

Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, by the end of the term preceding graduation are recognized each year at commencement exercises for academic excellence. Courses numbered below the 100 level are not used to determine Graduation Honors.

Departmental Honors

Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

Graduation Needs

Orders for caps and gowns will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of spring or summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the fall academic session will be invited to participate in the May ceremony.

Academic Honors

Academic Honors are calculated at the end of each term in which a student is enrolled and become part of the student's permanent academic record. Courses numbered below the 100 level are not used to determine Academic Honors.

President's List

Full time students (12 or more credit hours during fall and spring semesters and 9 or more credit hours in the summer semester) who have earned a grade point average of 4.00 will be placed on the President's List.

Dean's List

Full time students (12 or more credit hours during fall and spring semesters and 9 or more credit hours in the summer semester) who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

Honors List

Honors list students are part time, have completed at least 4 credit hours and earned a grade point average of 3.50 with no grade lower than a "C". Part time is 11 credit hours or less during the fall and spring semester and 8 or less during the summer semester.

myCFCC

myCFCC is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Accounts are created upon acceptance to the College. Students are encouraged to check myCFCC on

a regular basis to receive important college information. A link to myCFCC is on the College's website at www.cfcc.edu.

Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Academic advising engages students in developing a plan to reach educational and career goals. Each student is assigned an advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. For many students, the assigned advisor will be an advisor from the Academic Advising Center. For some programs, a faculty advisor, an instructor from the student's program of study, is assigned either initially or after the student completes some coursework. The assigned advisor's name is listed on the Program Evaluation, which can be found in WebAdvisor and Self Service-Student Planning from the myCFCC portal. The advisor's name may also be found in the student's Aviso dashboard.

Students are strongly encouraged to meet with their assigned advisor each semester for assistance in scheduling classes. Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements. While advising is an on-going process, specific times are designated prior to each registration period for advising.

WebAdvisor/Self-Service

WebAdvisor is a web-based portal that is accessed on the College's website at www.cfcc.edu or in the myCFCC portal. Students may use WebAdvisor to update personal contact information, review or print a Program Evaluation, or to access items such as Self Service Student Planning. Students are encouraged to use the Student Planning (Self-Service) to plan their entire program of study, register for classes, view class schedules, check grades, view unofficial transcripts, and more. Students may also check financial aid information and make payments in Self-Service.

Program Evaluation

Program Evaluation is a tool for tracking program completion progress based on the student's catalog of record. Program Evaluation can be accessed through WebAdvisor and Student Planning (My Progress) so that students, advisors, and counselors can follow the progress towards completion of a degree, diploma or certificate. Students can also use the system for "what if" scenarios when considering changing majors.

Academic Programs

College Transfer/University Parallel Programs

Career & Technical Education Programs

Health Sciences Programs

General Education Programs

Programs for Dually Enrolled High School Students (Career and College Promise)

Programs of Study (A-Z)

Course Descriptions

Prospective Students

Admissions

Orientation

Campus Visits

Testing

Career and College Promise (Dual Enrollment/Early College)

Where to Go For What

Developmental Studies

Admissions

Cape Fear Community College operates under an open door admission policy. This means the College is here to assist anyone who can benefit from a CFCC education. To enroll, students must either be a high school graduate (or equivalent) or at least 18 years of age. While CFCC advises all students seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a high school diploma or equivalency. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

General Admissions Process

First-Year Applicants:

Admission to CFCC requires the following:

- Admissions Application – the application can be accessed online at www.cfcc.edu/admissions.
- Residency Application – the residency application is available via the Residency Determination Service at www.ncresidency.org. Residency determination establishes if a student pays in-state or out-of-state tuition. This is required for all students.
- Official secondary transcript or equivalency (accepted equivalencies include: GED®/HiSET/TASC)

Students are required to submit official high school transcripts with a graduation date or equivalent transcripts with a completion date. Home school students must submit a copy of the home school's approved registration from the state in which they are registered (if applicable) and a home school transcript with graduation date. High school and home school seniors may be provisionally admitted upon receipt of an official transcript indicating successful completion of the 1st semester of the senior year. Students admitted provisionally are required to submit final/official transcripts before the start of the entering term and are not eligible for financial aid until the final/official transcript is received. Foreign transcripts must be evaluated and translated (if applicable), by a current member of the National Association of Credential Evaluation

Services (naces.org) or a current member of the Association of International Credential Evaluators (aice-eval.org).

Transfer Applicants:

If you have previously attended a college or university, please follow the general admissions process. While it's not required to submit official college transcripts for general admission, transcripts are required to earn transfer credit, waive placement testing, and receive veterans' benefits. Only courses with a grade of "C-" or higher from an accredited college or university are transferable. Questions regarding your transcript evaluation should be directed to the Registrar's Office. As part of the enrollment process, you will be required to provide a valid Residency Certification Number from the State of North Carolina or complete a Residency Application with the Residency Determination Service at ncresidency.org. The Residency Determination Service Office regulates if you will pay in-state or out-of-state tuition.

Students interested in health science programs are required to submit transcripts in advance of individual program deadlines. Visit cfcc.edu/counseling for more information.

Additional Information Regarding Transfer Credit:

Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered within the North Carolina Community College System.

Transcripts of course work completed at a college or university located outside of the United States must be accompanied by a certified English translation course evaluation and course descriptions. Transcripts must be evaluated and translated by a CFCC approved agency. Qualifying evaluations include those approved by a NACES (www.naces.org) or AICE (www.aice-eval.org) member evaluator before CFCC will review transcripts for admission or transfer credit purposes. An official copy of the evaluation must be sent directly to CFCC or presented in a sealed/official envelope.

Credit for Military Experience--Veteran applicants should submit an official military transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, sciences, and trades courses. CFCC reserves the right to not award credit based on the discretion of the appropriate academic area.

Credits transferred from other institutions will be noted on the student's CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

Credit gained through advanced placement testing will require official transcripts from the testing agency.

Experiential learning, proficiency testing from other institutions, and work based learning experience that was evaluated by another institution will not be transferred as course work to CFCC.

Students who wish to receive transfer credit should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Faxed transcripts are not acceptable.

To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements from CFCC.

Re-Admission of Curriculum Students:

Students (including CFCC graduates) returning to CFCC who have not been enrolled for one (1) or more academic years must submit a new admissions application. If you have had a period of non-enrollment, you may be required to complete the Residency Determination Service Application. This application determines if you will pay in-state or out-of-state tuition and is mandated by the State of North Carolina via the Residency Determination Service Office. For further information, please see the General Admissions Process.

Selective Admission/Health Science Programs:

In addition to meeting general college admission requirements, applicants applying to selective admission programs, must also meet program specific requirements. This includes:

- Complete the program application process in advance of established deadlines (see www.cfcc.edu/counseling).

Students may visit the Counseling Office at either the Wilmington or North campus to review program requirements, information, and deadlines. For additional information and to review selective admission programs, please visit the appropriate academic program page or counseling section of the CFCC website. Selective admissions programs at the College include:

Associate Degree Nursing

Cardiovascular Sonography (AAS & Diploma)

Dental Assisting

Dental Hygiene

Medical Assisting

Medical Sonography

Nurse Aid Diploma/Phlebotomy

Nursing Transition

Occupational Therapy Assistant

Pharmacy Technology (AAS & Diploma)

Practical Nursing

Radiography

RIBN

Surgical Technology

Veterinary Medical Technology

Admission as a Special Credit Student (Non-Degree Seeking):

Students who do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load. Special credit students must meet course prerequisites. Admission as a special credit student does not constitute admission to any

curriculum program. Special credit students may attempt no more than 18 credit hours without meeting admissions requirements. Students who exceed this number will not be permitted to register until admissions requirements are met. Students who enter a curriculum program from special credit status must meet all admissions requirements prior to time of registration. Special Credit students are not eligible to receive financial aid or Veteran's benefits.

Admission as a Special Credit-Lifelong Learner Student (Non-Degree Seeking):

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load. Lifelong Learners must meet and verify course prerequisites. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

Admission of Visiting Students:

Visiting students are those who are admitted and enrolled in another college or university and wish to enroll at CFCC to supplement their coursework. Applicants should follow the general admissions process and select "special credit" as the program of study/major.

Provisional Admission

Provisional admission is granted prior to the last day to register. Students whose official high school transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. Financial Aid will not be available to a student who is provisionally accepted until the final official transcript is received in the Admissions Office. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses. Students will not be allowed to register for upcoming semesters until all admission requirements are met.

Admission of International Students:

Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Admissions for further information.

Undocumented Immigrants & Deferred Action Childhood Arrival (DACA) Students:

Undocumented Immigrants

According to state board code 1D SBCCC 400.2 Admission to Colleges, community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a US public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants will be charged the out-of-state tuition rate, can be prohibited from enrolling in programs that lead to professional licenses, and are required to register on the final day of registration.

DACA Students

Current North Carolina Community College System policy allows DACA applicants to enroll at CFCC at the out-of-state tuition cost. Acceptance to the college does not guarantee admission to certain programs.

Pre-Registration Requirements:

Prior to registering for classes, students must:

- Complete Online Orientation
- Complete or be waived from placement testing

To be waived from all or part of placement testing:

- Successfully completed college level English and/or Mathematics course above the developmental level
- Earned the following minimum scores within the last five years on the SAT or ACT
- SAT Writing 500 OR Critical Reading 500 and/or SAT Math 500 (Tested prior to March 2016)
- SAT Evidence Based Reading/Writing 480 and/or Math 530 (Tested March 2016 and after)
- ACT Reading 22 OR English 18 and/or ACT Math 22
- Graduated from high school within the last 5 years with an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework (high school seniors can meet this requirement with a mid-year transcript indicating an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework)
- Achieved CFCC's cut-off scores for the desired curriculum program by submitting official Accuplacer or Compass scores taken within the last five years
- Earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System

If you are unable to utilize the above placement testing waivers to meet prerequisite requirements, you will be required to complete the placement test prior to registration.

To learn more about the placement test and schedule your test, please visit www.cfcc.edu/testing. There is no charge for the placement test. You may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest). In order to request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

Medical Examinations:

A medical history and/or drug screening is required for certain programs, including Marine Technology and Health Sciences programs. Students are notified of this requirement as applicable to their programs of study. Contact Counseling, Program Director, or Department Chair for further information.

Right to Deny Admission:

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services and Enrollment Management within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services and Enrollment Management will present the appeal to the Judicial Board within (5) calendar days of receipt of the written appeal. If the student wishes to appear before the Judicial Board, the request must be included in the written appeal. The Vice President for Student Services and Enrollment Management will notify the applicant of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Contacting the Office of Admissions

Mail official correspondence to:

Office of Admissions

Cape Fear Community College

411 North Front Street

Wilmington, NC 28401

Official Documentation Statement:

High school transcripts, equivalency score reports, ACT/SAT score reports, college transcripts, and other official documentation related to admission, must be received directly from the high school or organization by mail or electronically from an approved provider. Official electronic transcripts should be e-mailed to transcripts@cfcc.edu (this must be from an approved agency or organization). If you have questions regarding your documents, please contact the Registrar or Admission Office.

Campus Visits

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday when classes are in session. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour. Tour dates and times are available on the College's website at www.cfcc.edu.

Career and College Promise (Dual Enrollment/Early College)

The Career and College Promise Program allows qualifying high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

The Career Technical Education Pathway allows high school students the opportunity to enroll in a CFCC CTE Pathway that aligns with their high school career cluster programs. To be accepted into this program, students must meet the following criteria*:

- Be a high school junior or senior;
- Have an unweighted GPA of 2.8 on high school courses or have the approval of the high school principal or designee;

*Some CTE pathways include courses that require testing prerequisites for enrollment.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have an unweighted high school GPA of 2.8 or higher;
- OR demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PSAT, SAT, ACT, or the CFCC Placement Test.

- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, visit our website at <http://www.cfcc.edu/ccp>.

Developmental Studies

To help ensure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and writing. These courses are required for those students who have been identified by Career and Testing as needing enhancement in these skills.

Developmental courses count toward registered credits as it applies to financial aid, veterans benefits, and enrollment status. Developmental courses do not count attempted or earned hours, nor do they count in a student's academic grade-point average. All developmental courses are given grades of PA, PB, PC, or R (Repeat).

CFCC will recognize developmental courses completed with an equivalent grade of "C" or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following an evaluation of the coursework. The transfer evaluation will be used for class placement by the advisor.

Below is a selected list of transferable courses for students who have not met prerequisites based on English placement test scores or other measures. Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites.

List of Transfer Courses for Students Who Are Not Proficient in RED 090 or ENG 095 or DRE 098

Course	Prerequisite	Corequisite	Course Title	SHC
ACA 122			College Transfer Success	1
ART 111			Art Appreciation	3
ART 113			Art Methods and Materials	3
ART 118			Art by Women	3
ART 121			Two Dimensional Design	3
ART 122			Three Dimensional Design	3
ART 131			Drawing I	3

ART 132 ART 131	Drawing II	3
ART 135 ART 132	Figure Drawing	3
ART 171	Computer Art I	3
ART 212	Gallery Assistantship I	3
ART 215	Visual Art Portfolio	3
ART 231	Printmaking I	3
ART 232 ART 231	Printmaking II	3
ART 235 ART 135	Figure Drawing II	3
ART 240	Painting I	3
ART 241 ART 240	Painting II	3
ART 245	Metals I	3
ART 246 ART 245	Metals II	3
ART 247	Jewelry I	3
ART 248 ART 247	Jewelry II	3
ART 261	Photography I	3
ART 262 ART 261	Photography II	3
ART 264	Digital Photography I	3
ART 265 ART 264	Digital Photography II	3
ART 266	Videography I	3
ART 267 ART 266	Videography II	3
ART 271 ART 171	Computer Art II	3
ART 276	Interactive Media Design	3
ART 281	Sculpture I	3
ART 282 ART 281	Sculpture II	3
ART 283	Ceramics I	3
ART 284 ART 283	Ceramics II	3

ART 285	ART 284		Ceramics III	3
ART 286	ART 285		Ceramics IV	3
ASL 111	ASL 181		Elementary ASL I	3
ASL 112	ASL 111	ASL 182	Elementary ASL II	3
ASL 181			ASL Lab 1	1
ASL 182	ASL 181		ASL Lab 2	1
ASL 211	ASL 112	ASL 281	Immediate ASL I	3
ASL 212	ASL 211		Immediate ASL II	3
ASL 281	ASL 182		ASL Lab 3	1
CTS 115			Info Sys Business Concept	3
DRA 111			Theatre Appreciation	3
DRA 112			Literature of the Theatre	
DRA 120			Voice for Performance	3
DRA 126			Storytelling	3
DRA 128			Children's Theatre	3
DRA 130			Acting I	3
DRA 131	DRA 130		Acting II	3
DRA 135			Acting for the Camera I	3
DRA 136	DRA 135		Acting for the Camera II	3
DRA 140			Stagecraft I	3
DRA 141	DRA 140		Stagecraft II	3
DRA 142			Costuming	3
DRA 145			Stage Make-up	2
DRA 170			Play Production I	3
DRA 171	DRA 170		Play Production II	3
DRA 175			Teleplay Production I	3

DRA 176 DRA 175	Teleplay Production II	3
DRA 230 DRA 131	Acting III	3
DRA 231 DRA 230	Acting IV	3
DRA 240	Lighting for the Theatre	3
DRA 260 DRA 130 DRA 140	Directing	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 170	The Holocaust	3
MAT 171 See COURSE DESCRIPTIONS section	Precalculus Algebra	4
MAT 172 MAT 171	Precalculus Trigonometry	3
MAT 263 MAT 171	Brief Calculus	3
MAT 271 MAT 172	Calculus I	4
MAT 272 MAT 271	Calculus II	4
MAT 273 MAT 272	Calculus III	4
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Intro to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 121 MUS 125 (1)	Music Theory I	3
MUS 122 MUS 121 MUS 126 (1)	Music Theory II	3
MUS 123 MUS 111 or MUS 121	Music Composition	1
MUS 131	Chorus I	1
MUS 132 MUS 131	Chorus II	1
MUS 133	Band I	1
MUS 134 MUS 133	Band II	1

MUS 135	Jazz Ensemble I	1
MUS 136 MUS 135	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138 MUS 137	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142 MUS 141	Ensemble II	1
MUS 151	Class Music I	1
MUS 152 MUS 151	Class Music II	1
MUS 161	Applied Music I	2
MUS 162 MUS 161	Applied Music II	2
MUS 170	Business of Music	3
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214 MUS 111	Electronic Music I	2
MUS 215 MUS 214	Electronic Music II	2
MUS 231 MUS 132	Chorus III	1
MUS 232 MUS 231	Chorus IV	1
MUS 233 MUS 134	Band III	1
MUS 234 MUS 233	Band IV	1
MUS 235 MUS 136	Jazz Ensemble III	1
MUS 236 MUS 235	Jazz Ensemble IV	1
MUS 237 MUS 138	Orchestra III	1
MUS 238 MUS 237	Orchestra IV	1
MUS 241 MUS 142	Ensemble III	1
MUS 242 MUS 241	Ensemble IV	1

MUS 253	Big Band	1
MUS 261 MUS 162	Applied Music III	1
MUS 262 MUS 261	Applied Music IV	1

Orientation

The Student Services and Enrollment Management Division offers an orientation to acquaint new students to the College, its facilities, resources, services, activities, organizations, and policies. This orientation is mandatory for all new students prior to class registration.

Testing

Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests.

English Placement

Testing is not required with **SAT Reading 500 or Writing 500 (Prior to March 2016)** OR **SAT Evidence-Based Reading/Writing 480 (Tested March 2016 and after)** OR **ACT Reading 22 or ACT English 18** OR Transfer credit of ENG 111 or its equivalent with a grade of "C" or better.

Register for your English class based on the guide below.

PLACEMENT	NCDAP ENGLISH	ACCUPLACER Reading + Sentence Skills	COMPASS Reading + Writing
English Foundations	100-103	40-71	0-63
DRE 096	104-116	72-91	64-84
DRE 097	117-135	92-128	85-111
DRE 098	136-150	129-165	112-150
ENG 111	151 and higher	166 and higher	151 and higher

Math Placement

Testing not required with **SAT Math 500 (Prior to March 2016)** **or Math 530 (Tested March 2016 and after)** **or ACT Math** **OR** transfer credit for the appropriate college math required for your major.

<u>Math Modules</u>	<u>Scores Ranges</u>	
DMA 010 - Operations With Integers	1 = Math Foundations	
DMA 010 - Operations With Integers	2-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 020 - Fractions and Decimals	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 030 - Propor/Ratio/Rate/Percent	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 040 - Express/Lin Equat/Inequal	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 050 - Graphs/Equations of Lines	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 060 - Polynomials/Quadratic Appl	1-6 = DMA IS needed	7-12 = DMA is NOT needed

(A score of 7 or higher on DMA 060 will also award credits for DMA 065, DMA 070 and DMA 080)

MAT 110 = A score of 7 on DMA 010 through DMA 030 Needed

MAT 143 & MAT 152 = 7 on DMA 010 through DMA 050 Needed

MAT 121 = A score of 7 on DMA 010 through DMA 060 Needed

MAT 171 = A score of 7 on DMA 010 through DMA 080 Needed

MAT 271 = See Course Description for Criteria for Direct Placement into MAT 271 or visit:

<http://cfcc.edu/testing/>

Math Courses for Registration

DMS 001 = If you need 1 DMA (Excluding DMA 050, DMA 060, DMA 070, DMA 080 or DMA 065)

DMS 002 = If you need 2 or more DMA's (Excluding DMA 050, DMA 060, DMA 070, DMA 080 or DMA 065)

DMA 050 = If you need DMA 050

DMA 060 = If you need DMA 060

DMA 065 = If you need DMA 060 through DMA 080

Register for the maximum number of credits in each semester until you have successfully completed all of the DMA courses that are required on your Program Evaluation.

All scores are valid for 5 years.

Placement Testing

Many applicants to degree, diploma, and certain certificate programs are required to have valid placement test scores on file prior to signing up for classes. All or parts of the placement testing requirement may be waived if the applicant meets certain criteria (see General Admission Process). The placement test is not an

entrance exam. The primary purpose of the placement test is to determine the individual's skill level and readiness. Test results will be used to determine the need, if any, for developmental placement.

Placement tests are administered in the following areas: English and Math. All placement scores are valid for five years from the testing date.

The Accuplacer College Level Math (CLM) test is available for testers who are already proficient in all developmental levels of Math (DMA10-80) and who are attempting to place directly into MAT-271 Calculus I. More information about Direct Placement into MAT-271 Calculus I can be found in the course description for MAT-271 Calculus I and on the Testing Services website: <http://cfcc.edu/testing/>

North Carolina Diagnostic Assessment & Placement Test (NCDAP)

The NCDAP is an un-timed test taken on a computer. Fluency using a computer is not needed to take the test. The test is divided into two sections: English and Math. Currently there is no fee for the test.

Testers need to bring a picture ID and know their CFCC Student ID Number when coming to a test session. Testers should arrive at the testing center fifteen (15) minutes prior to start of the testing session. testing. Parking for testers is available in visitor parking on the open surface lots on the Wilmington or North Campuses.

Testers can access the testing schedule and sign up for a testing session by visiting the Testing Services website: <http://cfcc.edu/testing/schedule/>. Testing is generally offered every week of the year on both the Wilmington and North campuses. To request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: <http://cfcc.edu/testing/>.

Retest Policy

Testers may only take the placement test twice in (12) twelve consecutive months.

High School Equivalency Exam Testing

The General Educational Development (GED®) Exam is a computer based High School Equivalency (HSE) test administered at CFCC. GED® exam registration is done on the website <https://ged.com/>. Please see CFCC's Academic and Career Readiness Dept. for information about taking GED® classes to help prepare for GED® exams.

Where to Go for What

Academic Advising	Assigned Advisor
Academic Honors	Catalog/Registrar

Academic Probation	Catalog/Academic Success Coaches
Accessibility Issues	Disability Support Services
Admissions	Office of Admissions
Address Change	Registrar
Advanced Placement Credit	Registrar
Athletics	Athletics & Student Activities
Attendance/Absences	Instructor
Books/Supplies	Campus Bookstore
Bulletin Boards	Office of VP Student Services and Enrollment Management
CFCC Online Portal/WebAdvisor Access	Student Help Desk
Career Development	Academic Advising Center/Student Services North Campus
Change Program/Major	Counseling
Clubs and Organizations	Student Activities
Course Selection	Faculty Advisor/Academic Advising Center
Drop a Course	Registrar/Academic Advising Center
Emergencies	Campus Police
Tuition & Fees	Business Office
Financial Aid	Financial Aid Office
First Aid	Labs/Campus Police
Personal Enrichment & Workforce Development	Continuing Education
Grading System	Catalog/Registrar
Insurance	Business Office

Career Development	Academic Advising Center/Student Services North Campus
Lost & Found	Campus Police Office
Parking Permits/Regulations	Business Office
Personal Counseling	Counseling
Registration	Academic Advising Center
ID Card	Business Office, Wilmington Campus
	Business Office, North Campus
Testing	Testing Services
Transcripts	Registrar
Transfer Counseling	Academic Advising Center
Transfer Student Planning	Academic Advising Center
Tutoring	Learning Lab
Veterans	Financial Aid/Veteran's Center
Withdrawal from a Course	Registrar/Counseling

Admissions

CFCC operates under an "open door" policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU. While CFCC advises all students to seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a diploma or GED®. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

Admission to degree, diploma, and certain certificate programs has additional requirements including high school graduation, official transcripts, placement testing, and medical examinations. Contact the Admissions Office for specific program requirements.

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services and Enrollment Management within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services and Enrollment Management will present the appeal to the Judicial Board within (5) calendar days of receipt of the written appeal. If the student wishes to appear before the Judicial Board, the request must be included in the written appeal. The Vice President for Student Services and Enrollment Management will notify the applicant of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Admission as a Non-Degree Seeking Student

Students who do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load. Special credit students must meet course prerequisites including Placement testing. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may attempt no more than 18 credit hours without meeting admissions requirements. Students who exceed this number will not be permitted to register until admissions requirements are met. Students who enter a curriculum program from special credit status, veterans, and financial aid recipients must meet all admissions requirements prior to time of registration. Exceptions are programs which do not culminate in a degree, diploma or certificate. Admissions requirements do not apply to these programs. <http://cfcc.edu/admissions/non-traditional-admissions/>

Selective Admission/Health Science Programs

In addition to meeting general college admission requirements, students applying to selective admission programs within the health sciences must also meet program specific requirements. Potential eligible applicants must complete the program application process in advance of established deadlines (see www.cfcc.edu/counseling).

Students may visit the Health Sciences Enrollment Center at the Wilmington campus to review program requirements, information, and deadlines. For additional information about CFCC's selective admission programs, please visit the appropriate health science program page or Health Sciences Enrollment Center section of the CFCC website. Selective admissions programs at the College include:

Associate Degree Nursing

Cardiovascular Sonography (AAS & Diploma)

Dental Assisting

Dental Hygiene

Medical Assisting

Medical Sonography

Nurse Aid Diploma/Phlebotomy

Nursing Transition

Occupational Therapy Assistant

Pharmacy Technology (AAS & Diploma)

Practical Nursing

Radiography

RIBN

Surgical Technology

Admission of Transfer Students

1. Transfer students must complete CFCC's admission requirements (see General Admission Process). Official transcripts of undergraduate coursework from regionally accredited institutions are required for transfer credit, eligibility for veteran benefits, placement testing waivers, and health science applicants. Graduate and post-graduate level transcripts are not required. Transcripts should be sent immediately after applying to the College but no later than 2 weeks prior to registration.
2. Only courses with a grade of "C-" or better can be transferred from other institutions to CFCC.
 - a. CFCC will accept courses completed with a grade of "C-" or above as they apply to the student's program of study.
 - b. Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.
 - c. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and course evaluation (2) course descriptions if transfer credit is needed. Contact the Director of Enrollment Management for acceptable translation and evaluation agencies.
 - d. Credit for Military Experience--Veteran applicants should submit an official military transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer..
3. Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.
4. Credits transferred from other institutions will be noted on the student's CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.
5. Credit gained through advanced placement testing will require official transcripts from the testing agency.
6. Experiential learning, proficiency testing, and work based learning experience will not be transferred as course work to CFCC.
7. Students who wish to receive transfer credit should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Faxed transcripts are not acceptable.
8. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

Re-Admission of Curriculum Students

Students (including CFCC graduates) returning to CFCC who have not been enrolled for two (2) or more academic years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Admission of Transient Students

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:

- Submit a completed CFCC Admission Application.
- Submit written permission from their home institution to enroll in CFCC.
- Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

Provisional Admission

Provisional admittance is granted during final registration day only. Students whose official high school transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. Financial aid will not be available to a student who is provisionally accepted until the final official transcript is received in the Admissions Office. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses, and financial aid benefits may also be jeopardized. Students will not be allowed to register for upcoming semesters until all admission requirements are met. Students must take the placement test prior to registration to meet course prerequisites.

Special Credit-Lifelong Learners

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites including placement testing. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or veteran benefits.

The North Carolina Career and College Promise: College Opportunities for High School Students

The Career and College Promise Program allows qualifying high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

The Career and Technical Education Pathway allows high school students the opportunity to enroll in a CFCC CTE Pathway that aligns with their high school career cluster programs. To be accepted into this program, students must meet the following criteria*:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee;

*Some CTE Pathways include courses that require testing prerequisites for enrollment.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted high school GPA of 3.0 or higher ;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PLAN, PSAT, SAT, ACT, or the CFCC Placement Test.
- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, visit our website at <http://www.cfcc.edu/ccp>.

Admission of Out-of-State Students

In 2013 the North Carolina General Assembly (SB 402) instructed the educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for the purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA). As a result of the legislative directive, College Foundation, Inc. (CFI) was selected to develop and administer the statewide Residency Determination Service.

CFCC implemented the Residency Determination Service (RDS) on February 20, 2017. All individuals applying to CFCC after March 20, 2017, will be required to complete the online residency determination prior to applying to the college. It is recommended that applicants complete the residency determination well in advance of the semester they wish to start. Upon completion of the residency determination, students will be issued a Residency Certification Number (RCN) which will be utilized at all colleges in NC.

CFCC will continue to work with students who have business sponsorships, are using military benefits or other exceptions allowed by the state. All other residency determinations will be made by CFI and not CFCC.

The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service, processes, and required residency guidelines.

Admission of International Students

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Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Enrollment Management for further information.

General Admissions Process

New students should complete all admission requirements at least two weeks prior to registration.

1. **APPLICATION** An application for admission must be submitted prior to placement testing and registration. Applications may be submitted online at www.cfcc.edu. Valid email addresses are required for electronic applications.
2. **OFFICIAL HIGH SCHOOL OR EQUIVALENT TRANSCRIPT**
An official high school or equivalent transcript from an accredited institution recognized by the Department of Education which indicates the date of graduation must be submitted to CFCC. Official transcripts are those received either by mail or by hand-delivery to CFCC in the original, sealed envelope from the awarding institution or agency. Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered.
3. **OFFICIAL COLLEGE TRANSCRIPT(S)** Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC for transfer credit, eligibility for veteran benefits, placement testing waivers, and health science applicants.
4. **PLACEMENT TESTING** All applicants to degree, diploma and certain certificate programs are required to have valid placement test scores on file prior to acceptance at CFCC. There is no charge for the placement test. All or parts of the placement test may be waived upon receipt of official transcripts if the applicant:

- has satisfactorily completed college level English and/or Mathematics course above the developmental level
- OR has made the following minimum scores within the last five years AND has submitted official SAT or ACT transcripts to the Admissions Office:

- SAT: Writing 500 OR Critical Reading 500 and/or SAT Math 500 (tested prior to Mar. 2016)
- SAT: Evidence Based Reading/Writing 480 and/or Math 530 (tested Mar. 2016 and after)
- ACT Reading 22 OR English 18 and/or ACT Math 22
 - OR has a NC high school graduation date less than 5 years old with an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework
 - OR is a current NC senior completing his/her first semester with an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework
 - OR has achieved CFCC's cut-off scores for the desired curriculum program by submitting official Accuplacer or Compass scores taken within the last five years
 - OR has earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System.

Testers may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest). In order to request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

5. **MEDICAL EXAMINATIONS** A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

Paying for College, Financial Aid, and Veterans Benefits

Expenses

Student Activity Fee Allocation Procedure

Financial Aid

Veterans Benefits

Expenses

Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found on the College's website at www.cfcc.edu, or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President for Business Services. Self-supporting classes are not free for any student. If tuition is a major factor in the student's determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Students who register for a course and do not attend at least once during the first 10 percent of the course will be dropped as a no show and not allowed to proceed with the course.

Payments can be made by cash, check, debit card, MasterCard, Visa, American Express, and Discover. WebAdvisor/Self Service is available for making payments by debit, credit cards and checks. Payments are not accepted via the telephone. There is a third party Payment Plan option available on the website if you need to make monthly payments.

Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is \$105.00 per academic year, but is subject to change.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, and student identification cards.

In the fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The \$3.00 per credit hour fee, not to exceed \$48.00 in a semester, is due and payable on the day of registration.

Tuition Refund Appeal Procedure

Tuition refund appeals must be in writing and are reviewed by the Vice President for Student Services and Enrollment Management and appropriate area staff (in direct consultation with the Business Office). Appeals that do not represent a sound basis for reimbursement will be denied.

Written notification of approval/denial of appeals normally occurs within two weeks.

If a tuition refund appeal is denied by the Vice President for Student Services and Enrollment Management, a second-level appeal may be initiated by a student in writing. The Executive Vice President (or designee) conducts the second-level review. The Executive Vice President (or designee) will respond to a second-level appeal in writing within 10 working days. The decision made at the second level is final. Should an appeal be approved, Cape Fear Community College will promptly refund tuition and/or cancel a financial charge from a student's account.

Submitting an Appeal

Tuition refund appeals will not be considered unless the student has officially withdrawn from the class(es). Students who are receiving financial aid should check with the Financial Aid Office prior to withdrawal to determine what effect this action may have on future financial aid eligibility and/or balances that may be owed if students withdraw from all classes before the 60% point. All tuition appeals must be in writing and submitted with supporting documentation to the Vice President for Student Services and Enrollment Management no later than fifteen (15) workdays after the start of the subsequent school term.

Tuition appeals may generally be approved for the following reasons as long as the appropriate written supporting documentation is provided

- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The

- physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to participate in classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal.
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of the scheduled instruction) – verified with appropriate documentation. Immediate family is defined as father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or step sister.
 - Administrative difficulties with internships, placements or practicums involving the single enrollment of a student with supporting material from placement official.
 - Late notifications of denial to a specific degree program with supporting documents.
 - Institutional errors by CFCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.

*Other items may be considered with valid supporting documentation and/or evidence.

Tuition appeals will not be approved in the following instances:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the CFCC Catalog & Student Handbook or CFCC Schedule of Classes.
- Dissatisfaction with course content; issues concerning academic instruction must be addressed with the appropriate Department Chair and/or Academic Dean.
- Dissatisfaction with academic progress in course(s).
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail or electronic mail due to obsolete address on file with the Registrar's Office.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity affecting the ability to attend class. (i.e. work schedule/hours changed; lack of childcare; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified.

Last updated: Approved 1/19/17

Statement on Involuntary Military Orders*

Involuntary changes in military orders that result in the active duty member moving outside the New Hanover or Pender County areas are automatically refunded 100% of tuition, unless the active duty member decides to remain enrolled in online classes after redeployment. Such changes will be documented by the commanding officer or the student providing valid and properly endorsed orders (includes dependents enrolled at Cape Fear Community College).

Orders must be Permanent Change of Duty Orders. Short term orders (for more than 20 percent of the class sessions) associated with a national emergency may qualify

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(Approved 1/11/17- College Council).

Electronic Signature Policy for Students

Cape Fear Community College (CFCC) recognizes an electronic signature as a valid signature from employees and students subject to Conditions 1 and 2 below:

Condition 1: Campus Network Username and Password

- Institution provides student with a unique username
- Student sets his or her own password
- Student logs into the campus network and secure site using both the username and the password

Condition 2: Student Login ID and Personal Identification Number (PIN)

- Institution provides student with a unique PIN
- Student sets his or her own PIN
- Student logs into a secure site using both the login ID and PIN

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in the CFCC Student Catalog section on "Computer Acceptable Use Policy".

Once logged in, the student is responsible for any information they provide, update, or remove. CFCC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards. The policy as it applies to employees is explained in Section 9.13.1 Computer Use Policies of the CFCC Faculty and Staff Handbook.

Student Identification Card

The student ID card is included as part of the curriculum student tuition and fees. The ID card should be carried at all times and presented upon request to a College representative. The ID card serves as the College library card, permits access to campus parking decks, and is required for participation in campus events and

sports activities. Lost cards should be reported and a replacement card purchased for \$10.00. To obtain an ID card, students need to present their current CFCC schedule, proof of tuition payment and a photo ID, such as a driver license, passport, or military ID.

Parking and Security Permits

A non-refundable fee is charged to curriculum students for College access, parking and security. A parking permit is issued when a student is paying for their tuition and fees in the Business Office. The parking permit is valid September 1 to August 31. The maximum cost of the College access, parking and security fee per semester is \$75, but is subject to change..

Insurance

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance. Information is available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Paramedic, Sonography, Surgical Technician, and Radiography.

Textbooks, Educational Tools, and Fees

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Some PED courses require an off campus gym fee. Cameras, chefs tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase. Effective July 1, 2010, textbook pricing information for curriculum courses will be available on the College's website as required by the Higher Education Opportunity Act.

Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Health Sciences (L) building. The North Campus store is located in room NA114 in the McKeithan Center. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy backs are posted in the bookstores.

Refund of Tuition

A 100 percent tuition refund will be made if the pre-registered curriculum student officially drops any/all classes prior to the first day of the College's academic session/semester. Students are also eligible for a 100

percent tuition refund if the College cancels the class. Drops within the 75% refund period must be processed online through WebAdvisor/Self Service.

A 75 percent refund will be made if the student officially drops a class(es) during the period starting from the first day and ending on the 10 percent day of the course.

Classes beginning at times other than the first week (seven calendar days) of the semester

A 100 percent refund shall be made if the student officially drops from the class prior to the first class meeting. Students are also eligible for a 100 percent tuition refund if the College cancels the class.

A 75 percent refund shall be made if the student officially drops from the class prior to or on the 10 percent point of the class.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show" and not allowed to continue with the course.

Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

A returned check processing fee will be charged in the amount of \$25.00 for a paper check or e-check when payment is refused by the bank for any reason.

Transcript of Record (Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts must be requested through the College's website (www.cfcc.edu/transcripts). The non-refundable cost for an official transcript is \$5.00 each.

Graduation Fees

The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. There are no additional fees to apply for graduation.

Institutional Indebtedness

No student will be permitted to receive their degree, diploma or certificate, register for classes, or have a transcript issued until all financial obligations to the College are satisfied.

Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.

Financial Aid

Cape Fear Community College administers Federal, State and institutional aid programs designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding.

Financial Aid Self-Service

Financial Aid self-service is a personalized, automated, online checklist that keeps everyone on track and up to speed from submission to completion of the student's Financial Aid package.

Self-Service can be accessible via a mobile device. This feature allows Cape Fear

Community College students to access their financial aid information in one location.

Log into mycfcc, click on WebAdvisor then Students. On your student menu, click Financial Aid (Self-Service)

Students can view:

- To verify if the FAFSA application has been received.
- An interactive checklist of things needed for the completion of their application.
- Their award(s) details.
- Their Satisfactory Academic Progress (SAP). This means the student can track their SAP status to make sure they are making the cumulative 67% completion and 2.0 GPA necessary to be eligible for aid.
- Loan history - so students can keep track of the total amount borrowed.
- Lifetime Pell eligibility - which maximizes out at 600%.
- Student Finance Account Summary.

Available Aid Programs

Federal Pell Grant

The foundation of federal student financial aid, Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor's or graduate degree) who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Supplemental Grants are awarded to undergraduate students. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work Study (FWS)

Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

Federal Direct Stafford Loan

The U.S. Department of Education provides the funding for student loans which are borrowed money that must be repaid with interest. Student must be enrolled in at least six credits each semester to be eligible. Returning student must have earned 30 credit hours to be eligible to borrow a second-year loan.

Federal Direct PLUS Loan

PLUS loans are available to eligible parents of dependent students who are enrolled in at least six credits each semester. Parent loans are borrowed money that must be repaid with interest.

North Carolina Community College Grant (NCCCG)

This state grant provides funding to North Carolina residents enrolled in a community college who demonstrate limited or no eligibility for Federal Pell Grants. Eligible students must also:

- Enroll for at least six (6) credit hours per semester in a curriculum program.
- Be a North Carolina resident for tuition purposes as defined by the State Residence Classification Manual.

North Carolina Education Lottery Scholarship (NCELS)

This state grant provides assistance to needy NC resident students enrolled at least half-time. Eligibility is determined based on the same criteria as the Federal Pell Grant. Eligible students must also:

- Enroll for at least six (6) credit hours per semester in a curriculum program.

- Be a North Carolina resident for tuition purposes as defined by the State Residence Classification Manual.

Institutional Scholarships

Scholarships are awarded on the basis of financial need, academic excellence, special talent, or any combination thereof. A separate application is required.

Applying for Financial Aid

Apply for FSA ID. It will allow a student to apply online for federal and state financial aid and "sign" the application electronically-no paper is involved. Go to www.fafsa.gov anytime to request your FSA ID.

Complete the Free Application for Federal Student Aid (FAFSA).

Go to www.fafsa.gov to apply for financial aid. A "FAFSA on the Web" worksheet is available online to assist in completing the application.

Eligibility After Graduation

Upon graduation, a student's Program of Study will end and they will no longer be eligible to receive financial aid and veteran's benefits until a new program is declared. Therefore, students must contact the Financial Aid, Veteran and Counseling offices if they plan to continue enrollment in another program beyond graduation.

Financial Need and Expected Family Contribution (EFC)

Most federal and state financial aid is awarded based on need. An EFC number is used to determine financial need:

Cost of Attendance
- EFC
= Financial Need

The EFC is a measure of a family's financial strength and indicates how much of the family's resources should be available to help pay educational costs. The EFC is calculated from the information provided on the FAFSA according to a formula established by law.

Verification

Copies of federal tax transcripts and other documents may be required of financial aid applicants to verify the accuracy of the information submitted on the FAFSA. CFCC will notify applicants of documents required to complete the process upon receipt of FAFSA data.

Notification of Awards

Students will receive a notice announcing that the financial aid award has been processed.

Students who have been awarded Financial Aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly.

Students who do not qualify for federal or state grant programs will be notified of their non-eligible status.

Programs Not Eligible for Financial Aid at Cape Fear Community College

Students enrolling in the following programs cannot receive financial aid because the programs do not meet the U.S. Department of Education eligibility requirements.

- Air Conditioning, Heating & Refrigeration Technology (certificate)
- Accounting Analytics (certificate)
- Automotive Customizing Technology (certificate)
- Boat Building (Wooden) (certificate)
- Business Analytics (certificate)
- Carpentry (certificate)
- Collision Repair & Refinishing Technology (certificate)
- Construction Management Technology (certificate)
- Criminal Justice Technology (certificate) and Industrial Security (certificate)
- Electrical Systems Technology (certificate)
- Electronics Engineering Technology (certificate)
- Financial Planning (certificate)
- Industrial Systems Technology (certificate)
- Information Technology Database Programming & Administration (certificate)
- Landscape Design (certificate)
- Landscape Gardening (certificate)
- Sustainable Gardening (certificate)
- Retention Pond Management (certificate)
- Leadership and Business Etiquette (certificate)
- Mechanical Engineering Technology: CAD Drafting (certificate)
- Plumbing (certificate)
- Special Credit (major)
- Sustainability Technologies:
- Sustainability Technology (certificate)
- Sustainability Renewable Energy Technology (certificate)
- Sustainable Building Technologies (certificate)
- Truck Driver Training (certificate)
- Welding Technology SMAW/GTAW (certificate)
- Welding Technology GTAW/GMAW (certificate)

NOTE: Associate in General Education (AGE) Program – No financial assistance is available for free elective courses taken from curriculum programs that are ineligible for financial aid unless the courses are required for completion of the diploma and/or degree programs in the same discipline.

Ineligible Coursework

Title IV aid (Federal Pell Grants and Direct Student Loans) may only be used towards coursework that fulfill the requirements of the current Program of Study. Title IV aid will be adjusted to exclude payment for coursework not required for the current program of study. Students will be responsible for the tuition and fees for those courses that are not covered by Title IV aid. To avoid unexpected charges, students should run a Program Evaluation through WebAdvisor or Student Planning (Self-Service) after registering for classes to ensure the courses for which they've registered count towards completion of their Program of Study.

Satisfactory Academic Progress for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at CFCC.

Qualitative and Quantitative Standards

Financial aid recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

Developmental Education courses (designated by course numbers below "100") are included in the calculation of a student's enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student's enrollment status for financial aid purposes. "Foundation" courses in math and English are NOT eligible for financial aid funding or inclusion in the determination of enrollment status because their content is below the post-secondary level.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of "W", "WP", "WF", "NC", "NS", "I", "R", "U", "XF" and "F" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student's enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive financial aid. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's CFCC e-mail account. Students on warning are eligible to receive one additional semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at CFCC without financial aid to correct the deficiencies.

Appeal Process for Probationary Semester

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i.e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

- A typed academic plan clearly stating how the student intends to meet progress standards, and
- A copy of the student's degree audit, which is available on the student's WebAdvisor account. The degree audit displays completed courses and courses still required for program completion.
- Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.
- Must be registered for ACA 090 (3 credit hour class)

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Committee.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Appeals Committee will review the appeal within 15 weekdays. Students will be notified of the Committee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's CFCC e-mail account. The decision of the Financial Aid Appeals Committee is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking a minimum of six (6) credits, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75%

completion rate and 2.0 minimum cumulative GPA). The classes in which a student registers to regain eligibility must be required for program completion. Previously-passed courses which the student retakes will not be included in the determination of Continued on Appeal status.

Maximum Time Frame

To be eligible for financial aid at CFCC, you must complete your degree within the maximum timeframe. This means graduating before accumulating 150% of the attempted credits required for completing your major. Attempted credits include all courses taken at the institution, regardless of whether or not you passed the class. Progression will be monitored using the students' current Program Evaluation. If you do not graduate within the maximum timeframe, your aid will be suspended. If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum timeframe. If you have extenuating circumstances, you can appeal your financial aid suspension for maximum timeframe violation only one time.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not the earned credits apply towards the student's current program or to a previous program. A maximum of 30 hours of developmental coursework will be excluded from the maximum timeframe calculation. Once the student completes a certificate, diploma or degree the credits applied towards that credential will not be included in calculating maximum timeframe.

Maximum Time Frame Appeal

Students who have exceeded the maximum time frame for their declared program of study must submit an "Exceeding Maximum Time Frame" appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A student is ineligible when it becomes mathematically impossible for the student to complete their active program within 150% (example 2 year degree within 3 years)

A complete maximum time frame appeal will include:

1. The "Exceeding Maximum Time Frame" Appeal form, and
2. A copy of the student's degree audit, which is available on the student's WebAdvisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension of financial aid eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, <http://cfcc.edu/finaid>.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

NOTE: The Satisfactory Academic Progress Policy for financial aid recipients is different than the College's satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

Return of Federal Funds

Financial aid is awarded to students under the assumption that they will attend school for the entire period for which financial assistance is provided to them. Per the U.S. Department of Education, students must attend at least 60% of the term to be eligible to earn the funds they are awarded. If student receives all "XF" grades for a semester, aid will be recalculated.

Federal regulations require the College to perform a Return of Title IV calculation for students who enroll at the College using Title IV Funds, but who later stop attending classes, without initiating an official withdrawal. The results of the calculations may include full or partial cancellation of Title IV Funds (Pell Grant, FSEOG, Loans), which may result in the student owing funds back to the U.S. Department of Education.

An account balance will be created if the calculation results in the return of financial aid to the Department of Education's Title IV programs. The funds will be returned to the appropriate federal programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

Unpaid balances due to CFCC that result from amounts returned will be charged back to the student and must be repaid under the conditions set by the College. Students with unpaid balances may be subjected to the following actions:

- Accounts forwarded to collections for non-payment.
- Registrations for future classes may be dropped.
- Future transcripts requests may be denied.
- Ability to register for classes and/or make changes to class schedules may be suspended.

Last updated: Approved 5/27/17

Tuition/Fees/Books

Students who are eligible for financial aid can charge their tuition, fees and books up to the amount of their awards. If the amount of financial aid received is less than tuition, fees, and books, the student is required to pay the remaining balance at the time of registration or purchase of books.

Students who have been awarded financial aid, registered for classes, but do not attend at least once by the 10 percent date of the class may be administratively dropped as a "No Show." No-Show students will be removed from the class roster and will not be allowed to continue in the class. Financial aid awards will be adjusted accordingly.

Students will receive a check for the excess amount of financial aid remaining in their account following the payment of tuition, fees and books. It is the student's responsibility to make certain that the mailing address on file with CFCC is correct to avoid delays in delivery of refund checks.

Foundation Scholarships

Student scholarships are established through donations to the CFCC Foundation. Criteria for scholarships are specified by a donor in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible.

The Foundation establishes endowed and Annual scholarships. Endowed scholarships are generated through the investment of permanently held principals from which only the interest is used. Annual scholarships are those from which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-through" scholarships.

Merit Scholarships

Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards ten Merit Scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

- Be a current high school senior
- Have applied for or been approved to enroll in CFCC in a curriculum program
- Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher
- Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results
- Be a US citizen or documented alien

Consideration will be given for non-school activities, work experience and community service. To apply for a Merit Scholarship, students should see their high school counselor or download an application from the Foundation website, <http://cfcc.edu/foundation/>.

The CFCC Financial Aid Office administers scholarships to CFCC students. Students should contact the Financial Aid office for applications, forms and specific information (910-362-7338). Scholarships are subject to change without notice.

For a current list of available scholarships, please go to <http://cfcc.edu/foundation/>.

To learn more, please visit the Foundation website at www.cfcc.edu/foundation for scholarship applications and additional information.

Student Ambassadors

During the spring semester, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events such as student registration and orientation, donor recognition events, and graduation.

Student Ambassadors should possess:

- An outgoing personality
- A professional appearance
- High academic achievement
- Strong oral and written communication skills
- Knowledge of the college and community
- The ability to make a positive impression
- Scheduling flexibility
- Access to transportation
- A high level of commitment to CFCC

Ambassadors must maintain full-time student status, a 2.5 GPA, and perform 2-5 hours required volunteer service work per week during their one-year appointment. Candidates must complete an application package and submit three letters of recommendation from faculty and staff of the College and other mentors from external sources. A committee appointed by the Executive Director of the CFCC Foundation interviews ambassador candidates and selects students to serve in the following year. Extensive training for new ambassadors is held during the summer.

Ambassadors receive scholarship funds to apply toward their tuition, fees and books. Official items of clothing are also provided. Applications for the Ambassador program are available to students in February of each year. For more information, visit <http://cfcc.edu/foundation/>.

Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she may contact the nearest Division of Vocational Rehabilitation Office for consideration of assistance. The Wilmington Unit Office is located at 3340 Jaeckle Drive, Suite 201, Wilmington, NC. The telephone number is (910) 251-5710.

Student Activity Fee Allocation Procedure

Student Activity Fee Allocation Committee

The Student Activity Fee Allocation Committee (SAFAC) is an internal committee within the Student Services and Enrollment Management Division. The role of the committee is to review and allocate student activity fee funds to active student clubs/organizations for their programs and activities. Active clubs and organizations have completed the annual New Club/Organization Application or Club Renewal Form and have the documents approved by the Department of Student Activities. Clubs/organizations must be in good standing to receive student activities fee allocations. Active clubs or organization in good standing send a representative to at least 75% of the Student Government Association (SGA) General Assembly meetings each semester.

The SAFAC strives to insure that the final allocations are fair and represent the diversity of the campus community. The committee is composed of six members: two student members appointed by the SGA President; one faculty member appointed by the Faculty Association; one staff member from the Student Services & Enrollment Management Division appointed by the Vice President for Student Services, and one standing member who shall be the Assistant Director of Student Activities. The Director of Athletics and Activities, or his/her designee, serves as the chair and as an ex-officio member of this committee. All members except for the "standing" and "ex-officio" members are appointed annually.

The role of the SAFAC ensures collaboration and inclusivity in the process for reviewing budget requests and making recommendations for student club/organization allocations. The diverse composition of the committee serves as a safeguard that provides checks and balances among the constituency groups that are involved in the decision-making process. All meetings of the SGA and the SAFAC shall be open to the public and minutes shall be available upon request. SAFAC meetings will be recorded. These recordings will be made available on the Student Activities website; back-up recordings of SAFAC meetings will be stored and maintained by the Director of Athletics and Student Activities.

Student Club/Organization Fund Allocation Priorities

Allocation of student activity fees are consistent with the following priorities:

1. Established programs that are institutionally supported and recognized. These are generally collaborative programs sponsored by student clubs/organizations and College departments designed to benefit the campus community.
2. A program and/or project, which is educational in nature and is intended to be of service to the entire campus community.
3. Travel for competitions against students and/or teams from other colleges and universities; and student representation or presentations at regional and national conferences.
4. Non-educational programs or projects that are available to the entire campus community. Such programs are intended to create an atmosphere conducive to the development of positive social connections among students, faculty, and staff.
5. A comprehensive program and/or project which provides both educational and/or academic experiences designed to benefit the members of the sponsoring club/organization and/or national / state / regional conferences to benefit the membership of the club/organization.

Note: In addition to the established priorities and before approving allocations of funds, the SAFAC should take into consideration the diversity of student clubs/organizations represented on campus and work to ensure that the distribution of these funds provides the maximum benefit for all students.

Regulations

1. No student activity fee funds shall be used by any person or eligible student club/organization for the personal benefit of any of its members, other persons or another club/organization.
2. Student activity fee funds shall not be used to establish petty cash funds.
3. Student activity fee funds shall not be used to finance, support or influence the voting on any governmental issue at any level and funds may not be used to influence public opinion or legislation.
4. All eligible student clubs/organizations receiving funds from the student activity fee are subject to the general regulations set forth by CFCC and the North Carolina Community College System <http://www.nccommunitycolleges.edu/sbccode/chapter-e-student-tuition-and-fees>.
5. The maximum amount that an eligible club/student organization may be allocated cannot exceed \$500 per academic year.
6. A separate club/organization account will be established. The Business Office maintains the funds for clubs/organizations until such time as the club draws from them.
7. Respective club funds may be expended using CFCC's established purchasing guidelines only <http://cfcc.edu/sacscoc/IMAGES/PURCHASINGGUIDELINES9F1B.PDF?id=0229c922-12b6-e511-b837-d639cd757391>. These guidelines ensure that those persons (CFCC Advisor) within the

club/organization are authorized by the College to administer the funds and follow CFCC purchasing guidelines for all business transactions.

8. Any club/organization found to be abusing the student activity fee funds may be ineligible for further allocations of funds during the remaining portion of the academic year. Additionally, the SAFAC committee may find the club/organization ineligible to receive student activity fee funds for the following academic year.

Club/Organization Funding Decision Factors

The SAFAC will use several general criteria in the evaluation of budget requests. They are as follows:

1. The success and effectiveness of the club/organization in planning and executing past programs. Newly established club/organizations will not be judged by this criterion.
2. The quality and thoroughness of the written applications. Clubs/organizations are responsible for ensuring that the application is completed thoroughly and in its entirety.
3. Only clubs/organizations registered through the Department of Student Activities are eligible to receive funding.
4. Funding decisions and allocations will be made in a viewpoint neutral manner and will not be done because of an activity/organization's point of view or message.

Funding Allocation Process

1. Clubs/organizations are required to outline plans for proposed activities; including dates, locations, and budget. Plans should be reviewed and approved by club/organization advisors. All clubs/organizations planning to request funds from the SAFAC are required to submit the online CFCC Club/Organization Activity Funds Request Form 30 days prior to the date funds are needed.
2. SAFAC will convene monthly review sessions, following scheduled SGA meetings, to discuss funding requests. Funding decisions will be conveyed to student clubs/organizations via email within one business day.
3. SAFAC shall entertain appeals from student clubs/organizations. The appeal process is outlined in the next section.
4. Clubs/organizations will do their best to raise other funds for activities each respective club/organization wishes to participate in. Active clubs/organizations in good standing can request that student activities match total amounts raised by 50% (Cap \$500) per academic year.
5. Student Activities will only match a percentage of funds raised by clubs/organizations over the academic school year (subject to funds availability and approval).

NOTE: Student activity fund requests must go before the SAFAC to be approved; no funds will be allocated or distributed without the committee's endorsement.

Appeal Process

All appeals must be filed in accordance with the guidelines established by the Student Activity Fee Allocation Committee (SAFAC). Appeals shall be submitted in writing to the Vice President for Student Services and Enrollment Management within ten (10) business days of funding notification. The written appeal must outline the specific funding decision being appealed and the reason for the appeal.

Appeals may only be based upon the following criteria:

1. Established policies and procedures were not followed.
2. The funding decision was arbitrary or capricious. The fact that the SAFAC did not fund a request at the requested level does not constitute grounds for an appeal

Last updated: Approved 2/11/17

Veterans Educational Benefits

The Director of Veterans Affairs office is located in the Bob Philpott Veterans Center (U-124). The director assists our military-affiliated and veterans, processes essential documentation, certifies enrollment and monitors students' academic progress.

The Veterans' Center provides assistance to our students who are military-affiliated and/or veterans who are transitioning from military culture to civilian and academic life. The center also provides guidance on veterans' educational benefits, veterans' disability benefits, and how to navigate the veterans' healthcare.

The eligibility for Veterans' educational benefits are based upon time in service and/or circumstance (disability or death) of the veteran, active duty service-member, reservist, and National Guardsmen. Family members of a aforementioned can also use VA educational benefits based upon the criteria set forth by the Veterans Administration.

In order to activate your VA educational benefit, the following will need to occur:

- Apply for and obtain the VA certificate of eligibility (COE) at vets.gov
- Submit all official transcripts to Cape Fear CC
- Register for classes that are approved under the program evaluation
- Fill out the VA Benefit Certification Form (VBCF)
- **Send your VBCF, DD214 (or sponsor's DD214), and VA COE to vacertifying@cfcc.edu for processing**
-

NOTE: Students must submit their VA Benefit Certification Form every semester in order to receive their stipend or monthly housing allowance.

The Veterans' Access, Choice, and Accountability Act of 2014 ("Choice Act") Section 702 requires public schools to charge the in-state rate-3 years from date of discharge- for covered VA beneficiaries that meet the state guidelines beginning July 1, 2015.

Veteran benefit holders are entitled to priority registration.

Prospective students who are eligible or believe they may be eligible to receive veterans' educational benefits should contact the Director of Veterans Affairs at va@cfcc.edu.

Visit <http://cfcc.edu/veterans> for additional information.

Maintaining Eligibility for Veterans Educational Benefits

Satisfactory Academic Progress

Veterans Benefits Administration requires that students receiving VA educational benefits maintain a 2.0 GPA, and Cape Fear Community College's satisfactory academic progress (SAP) to be eligible to continue to receive funding. If the cumulative GPA remains below 2.0 for two consecutive semesters and/or does not meet the 67 percent completion rate, the student will not be eligible to receive veterans' educational benefits. The student has the right to appeal for SAP by contacting the Director of Veterans Affairs office. This policy applies to all students receiving any educational benefit from the VA.

Qualitative and Quantitative Standards

VA educational benefit recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for VA educational benefits. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time-frame.

Grades of "W", "WP", "WF", "NC", "NS", "I", "R", "U", "XF" and "F" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for VA educational benefits funding and are not included in the determination of a student's enrollment status for VA educational benefits purposes.

A student can repeat a previously-failed course once. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive VA educational benefits. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's CFCC e-mail account. Students on warning are eligible to receive one additional semester of VA educational benefits and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension (resulting in non-certification) notice. VA educational benefits will not be certified for a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for VA educational benefits eligibility can enroll at CFCC without use of VA educational benefits to correct the deficiencies.

Appeal Process for Probationary Semester

The right to appeal is granted to any student whose VA educational benefits eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously affected academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i. e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

- A typed academic plan clearly stating how the student intends to meet progress standards, and
- A copy of the student's degree audit, which is available on the student's WebAdvisor account. The degree audit displays completed courses and courses still required for program completion.

- Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.
- Must be registered for ACA 090 (3 credit hour class)

An appeal submitted without adequate documentation will be denied.

Please note that merely filing an appeal does NOT guarantee continued eligibility for VA educational benefits.

The Financial Aid Office will review the appeal within 15 weekdays. Students will be notified of the Financial Aid Office's decision. The preferred method of notification is electronic; the decision notice is sent to the student's CFCC e-mail account. The decision of the Financial Aid Office is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish VA educational benefits eligibility for subsequent semesters ONLY by taking courses, without VA educational benefits, until s/he complies with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains VA educational benefits eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension (non-certification) of VA educational benefits after which the student will regain eligibility ONLY by taking a minimum of six (6) credits, without VA educational benefits, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75% completion rate and 2.0 minimum cumulative GPA). The classes in which a student registers to regain eligibility must be required for program completion.

Maximum Time Frame

To be eligible for VA educational benefits at CFCC, you must complete your degree within the maximum timeframe. This means graduating before accumulating 150% of the attempted credits required for completing your major. Attempted credits include all courses taken at the institution, regardless of whether or not you passed the class. Progression will be monitored using the students' current Program Evaluation. If you do not graduate within the maximum timeframe, your VA educational benefit will not be certified. If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum timeframe. If you have extenuating circumstances, you can appeal your VA educational benefits suspension for maximum timeframe violation only one time.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not the earned credits apply towards the student's current program or to a previous program. Any developmental coursework will be excluded from the maximum timeframe calculation. Once the student completes a certificate, diploma or degree the credits applied towards that credential will not be included in calculating maximum timeframe.

Maximum Time Frame Appeal

Students who have exceeded the maximum time frame for their declared program of study must submit an "Exceeding Maximum Time Frame" appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A complete maximum time frame appeal will include:

1. The "Exceeding Maximum Time Frame" Appeal form, and
2. A copy of the student's degree audit, which is available on the student's WebAdvisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension (non-certification) of VA educational benefits eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, <http://cfcc.edu/finaid>.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for VA educational benefits. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

NOTE: The Satisfactory Academic Progress Policy for VA educational benefit recipients is different than the College's satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

Registration

Registration is the term used for enrolling in classes. Students who need help with planning for which courses to take should reach out to their faculty advisor or visit the Academic Advising Center for assistance.

Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semesters offer courses in sixteen (16) weeks, two eight (8) week minisessions, and one twelve (12) week session. The

Summer terms are provided either in a ten (10) week session, eight (8) week session, two four (4) week sessions or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

Course Load

Students enrolled in the Fall and Spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Veteran's benefits for the Summer-full time is eight (8) hours for the 10 week session or four (4) hours each five week session. Students who are placed on academic probation may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s)-Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term-Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Director of the Academic Advising Center or the Dean of Enrollment Management.

Priority Registration

Currently enrolled students are assigned registration priorities based on their number of completed credit hours. Registration information is emailed to students' CFCC email account. Students may register online using WebAdvisor/Student Planning (Self Service). A listing of priority dates and times are listed on the CFCC website.

Auditing Courses

Students who wish to audit courses must register for the audit by following the regular admissions and registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. A student who audits a course section shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit (CEU) or certificate of completion in the course section. If it is determined by the 10% date of the course that a student seeking a grade, credit, CEU, or certificate needs the course, an auditing student may be administratively dropped to allow space for the other student. The audit form must be signed by the

instructor and turned in to the Registrar's Office on or before the course start date but not later than the 10% date of the course. Auditing students receive no credit and are not required to participate in class discussion or take tests. At the end of the term, auditing students will receive a grade of "AU" (Audit) or "SR" (Senior Audit). Tuition and fees for audited courses are the same as those taken for credit. Students will be responsible for paying any/all tuition, fees and/or textbook costs. (Seniors age 65+ who plan to audit a course, please read the "Tuition Waiver for Auditing Seniors" paragraph below.) Changes from audit to credit or credit to audit may only be done during registration and through the last day to add a course for the term. Students should be aware that Financial Aid and Veteran benefits do not pay for audited courses. Audited courses do not transfer.

Seniors (age 65+) who wish to audit a course will follow the same policy and procedure information listed in the "Auditing Courses" paragraph above except that they will receive a waiver of tuition. In order to receive the waiver, seniors must provide proof of age through a driver's license, state identification card, or other government-issued document. Seniors who receive the waiver are not eligible to change from audit to credit.

Withdrawal

Some students may occasionally feel that due to unanticipated circumstances they are unable to complete a class or an academic term successfully. Withdrawing is one option that students have when such difficult situations arise. However, given the potential negative consequences of withdrawing from one or more classes, students should make this decision only after they have considered other options.

Students who wish to withdraw from a course after the add/drop period but before the established deadline to withdraw must have a mandatory consultation with a counselor (via email, phone, or in-person) prior to withdrawing. Counselors will assist students in determining if withdrawing is the best course of action. If after speaking to a counselor, the student still wishes to withdraw, the counselor will obtain a written request from the student and will initiate the withdrawal on behalf of the student. The final processing of the withdrawal is completed in the Registrar's Office.

Students who officially withdraw from a class by the established withdrawal deadline (60 percent point of the class) will receive a grade of "W." Students who do not officially withdraw from a class by the deadline and continue to attend and/or participate by completing assignments will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.

Students who wish to withdraw after the established withdrawal deadline must consult with a counselor who will seek guidance from their instructor and department chair prior to approval to withdraw. Permission will be granted for documented extenuating circumstances only. No withdrawals may be requested within the last week of the semester.

Withdrawing may have a negative impact on students' Satisfactory Academic Progress status, and as a result, withdrawals may lead to a loss in eligibility for future financial aid (including loans). Students are urged to review the college policies on Satisfactory Academic Progress for Financial Aid Recipients and contact the Financial Aid Office before withdrawing to discuss potential impact on their bill and/or financial aid eligibility.

Unofficial Withdrawals:

An "unofficial withdrawal" occurs when a student stops attending a course and does not participate in any academic-related activities beyond the 60 percent date of the term.

Students who are unofficially withdrawn will be issued final grades of XF. The grade of XF will be assigned as a student's course grade when all of the following conditions are met:

- 1. Failed a course (no credits earned).**
- 2. Attended a course at least once in the first 10 percent of the course.**
- 3. Stopped attending and/or did not participate in any academic-related activity (as defined below) on or before the 60 percent date of the term.**
- 4. Did not officially withdraw or return to the course beyond the 60 percent date of the term.**

No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF or W grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran's Administration.

Notes:

- **Examples of "academic-related" activities that may count as attendance are inclusive of (but not limited to): physically attending class, participating in class with a "clicker" device, submitting an assignment/exam/tutorial, attending a study group assigned by the instructor, or participating in an online discussion about academic matters. Simply logging into an online course does not count as an academic-related activity.**
- Please refer to the Academic Calendar for the withdrawal deadlines for each term.

Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.

Prerequisites and Corequisites

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken prior to or concurrently with another course. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Prerequisites and corequisites are identified in the catalog with the course descriptions. Students are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the prerequisite and/or corequisite requirements they will be administratively dropped from the course.

Students who drop on their own or who are administratively dropped after the first day of class may not be eligible for a full refund. Students are advised to review published course prerequisites and co-requisites carefully before enrolling.

Waiver of Prerequisites and Corequisites

The Vice President for Academic Affairs and Workforce Development and the academic deans may waive prerequisites and corequisites. Normally, a waiver will be recommended by the appropriate program director and approved by the department chair, dean, and the Vice President for Academic Affairs and Workforce Development.

Academic Calendar

CFCC's Academic Calendar (Agenda Format)

Student Support Services

Academic Advising Center

Academic advising engages students in developing a plan to reach educational and career goals. Advisors assist students in selecting and registering for the courses needed to complete their program of study.

All students are assigned an advisor when they are accepted to the college. For many students, the assigned advisor will be an advisor from the Academic Advising Center, although there are exceptions. For some programs, a faculty advisor, an instructor from the student's program of study, is assigned either initially or after the student completes some coursework.

Students will find their advisor's name listed on the front of the Program Evaluation, which can be found in WebAdvisor in the myCFCC portal. The advisor's name may also be found in the student's Advising dashboard. Prior to each registration period, students are encouraged to meet with their advisor for assistance with selecting courses that meet their program requirements. In the Academic Advising Center, advisors teach students how to use Student Planning Self-Service to register for classes. Students may use the center's computers for web registration.

Students enrolled in college transfer programs are encouraged to meet with their advisor in the Academic Advising Center for help in constructing a transfer plan to a four year college or university. During registration, this transfer plan will guide the student in selecting courses that will help meet admission and program requirements at the four year school. To further support students with transfer planning, the center hosts visits from regional four year college and university admission representatives throughout the academic year.

The Academic Advising Center is located on the second floor of the Wilmington Campus' Union Station, room U-240. Advising services are also provided on the North Campus through the Student Services office located in the McKeithan Center. Please refer to our website cfcc.edu/advising for specific hours and other helpful information.

Career Development

Career development services are available through the Academic Advising Center at the Wilmington and North Campus locations. Career counselors assist students with career decision-making and choosing a major. They also provide information related to employment trends, educational requirements, and important data related to different industries. Job placement assistance including resume writing, interview techniques and preparation, as well as other employment readiness planning is also available to students and graduates. Career events are planned throughout the year to bring employers and students together. Current job listings are provided through Career Connection, CFCC's online job board. This resource gives students, graduates, and employers an opportunity to connect with each other through the myCFCC web portal. For more information or to schedule an appointment, students may call (910) 362-7047 or email careerdevelopment@cfcc.edu.

Counseling

Counseling Services is committed to student success and provides a variety of services to help support, retain and graduate students. When admitted to the college all CFCC curriculum students will have an assigned Counselor who will help guide the student throughout their time at Cape Fear.

Support services include academic and personal counseling. Confidential academic and personal counseling services are provided on an ongoing basis to all students. The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment. When appropriate and with the student's permission, the counseling staff may make referrals to community resources/agencies.

Counselors also monitor academic progress and assist with major changes. Students on academic warning or experiencing academic difficulty are encouraged to meet with a Counselor to develop success strategies. Counselors will work closely with students on warning status to meet satisfactory progress standards toward obtaining the declared degree, diploma or certificate. Students who want to change majors will meet with a Counselor to discuss program options. Students who wish to withdraw from a course must meet with a Counselor for a mandatory consultation prior to withdrawing.

The Counseling staff is available Monday through Friday on both campuses. Please refer to our website for specific hours based on campus location. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017 (Wilmington Campus) or (910) 362-7523 (North Campus).

Disability Support Services

Cape Fear Community College works to ensure that students with disabilities have equal, effective, and meaningful access to all goods and services, through the use of non-discriminatory policies and procedures, and the provision of reasonable accommodations, auxiliary aids, and services, as indicated necessary by the functional limitations of a qualified disability.

The Disability Support Services (DSS) office is the designated Cape Fear Community College office to determine appropriate supports and services for enrolled students with disabilities. These determinations are made in compliance with The Rehabilitation Act of 1973 and its attachments, and the Americans with Disabilities Act as amended in 2008 (ADAAA).

In order to qualify for services, students must self-disclose and provide up-to-date documentation of their disability to the Disability Support Services (DSS) Office. Once the documentation submitted has met DSS's documentation requirements, the student is then required to meet with a DSS staff member, in order to complete the registration process.

DSS provides numerous services that may assist students with disabilities in reaching their academic goals. Students who have been diagnosed with a disability and who are in need of additional supports and services, are encouraged to contact a DSS staff member directly or call the DSS main number at 910.362.7800, to discuss their needs. Services are available at all CFCC locations, to include the Downtown Campus location (Union Station, Suite 218), the North Campus location (McKeithan Center, 100H), the Alston W. Burke Center at Surf City Center location, as well as the Burgaw Center location.

GRIEVANCE PROCEDURES: A student with a grievance based on discrimination, accommodation issue, and/or denial of services based on their disability, are to be filed initially with the Director of Disability Support Services. If this action does not result in an acceptable resolution of the issue (within the standards of CFCC's policies and procedures and/or the standards of the class/curriculum) then the student should file their complaint with the Office of the Dean of Students by completing an Online Complaint Form.

Learning Lab

The Learning Lab provides free educational support and access to computers to promote student success and academic independence. Masters-level and Bachelors-level facilitators along with experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The Lab provides the following:

Free tutorial assistance:

- in many CFCC curriculum courses (face-to-face as well as online), Adult Basic Skills, and GED/Adult High School readiness
- for Supplemental Instruction that assists students in traditionally challenging courses through facilitated group sessions. These courses may include ACC, BIO, CHM, PHY, MAT, MSC, and other courses as needed

Drop-in help is available for the following:

- basic skills in reading, writing, and grammar
- all math classes from the basics to advanced calculus
- all science courses such as anatomy & physiology, biology, chemistry, physics
- Spanish language courses
- Film and Video Production courses
- building stronger academic skills
- guidance and materials to prepare for the PSB Test for Health Science careers
- free access to over 100 computers for students to complete assignments and type papers
- assistance developing computer skills applicable to schoolwork and students' future careers

Additional services:

Academic skills workshops on Time Management/Study Skills, Note and Test Taking Skills, Plagiarism, and Resume and Cover Letter Writing upon request

Learning Lab-Wilmington Campus

Computer Lab-Room L-218 • Health Sciences/Learning Resources Center

Math Lab-Room S-606 • McLeod Building

Writing Center-Room L-219 • Health Sciences/Learning Resources Center

Science Lab-Room N-407 • Natural Sciences Building

Hours: Monday-Thursday from 8:00 a.m. to 8:45 p.m.

Friday from 8:00 a.m. to 5:00 p.m.

Saturday from 10:00 a.m. to 2:00 p.m. (not all services are available, call 910-362-7476 for more information)

(Hours are subject to change)

For more information about the Wilmington Campus Learning Lab or for summer hours, please call (910) 362-7476.

Learning Lab-North Campus

Computer Lab-Room NA-113I • McKeithan Center

Tutoring Center-Room NA-113J • McKeithan Center

FVP Lab-Room NA-102 • McKeithan Center

Hours: Monday-Thursday from 8:00 a.m. to 6:00 p.m.

Friday from 8:00 a.m. to 3:00 p.m.

Saturday-Closed

(Hours are subject to change)

For more information about the North Campus Learning Lab or for summer hours, please call (910) 362-7554.

Nixon Leaders Program

The Nixon Leaders Program is a student mentoring initiative designed to support the educational and professional aspirations of underrepresented populations of students enrolled at CFCC. The program's center is located on the first floor of the Union Station building in room U-152 and provides resources that assist students in reaching academic goals and career attainment. The objectives of the program are to facilitate higher retention, persistence, graduation and/or transfer rates for all participants. All students are welcome to the program as it works to achieve the mission of the college by offering tutoring, professional development workshops, social empowerment activities, and student coaching. Our graduates and transfers move on to universities and careers across the United States. We strive to continue to develop students into hard working, productive, socially conscious citizens that are prepared to lead. Whether it is providing study skills training, networking events, or finding scholarships for promising students, the Nixon Leaders Program endeavors to improve student success through the academic program completion and career achievement of a diverse population of students.

Office of Student Success

The Office of Student Success focuses on assisting students on academic probation throughout their studies at CFCC. The office was created under the Title III grant awarded to Cape Fear Community College by the Department of Education in 2018. The purpose of the grant is to improve student persistence, achievement, and completion. Under the grant, students on academic probation are required to meet with an Academic Success Coach. The Academic Success Coaches help students on academic probation reflect on the reasons their GPA has fallen below a 2.0. They work with students to create a unique success plan on how to move forward and improve their GPA. Through providing positive mentoring and checking in with students regularly, the Academic Success Coaches seek to build an ongoing connection for support. Students may also be referred to additional resources on campus.

The Office of Student Success is located on the second floor of the Wilmington Campus Union Station in room U-253, and more details can be viewed at <http://cfcc.edu/title-3/>. The office can be reached at successteam@cfcc.edu. Appointments and walk-ins are welcome. Academic Success Coaches will gladly meet with students at the North Campus, the Burgaw Center, or the Surf City Center upon request.

Student Expectations, Rights, and Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent in the Office of the Director of Records and Registration. The College assumes that all students are independent adults attending an institution designed for a adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty

member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and Enrollment Management and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services and Enrollment Management will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the student's educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Registrar's office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Under the Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, students are granted a certain level of privacy with respect to their educational records. The complete text of The Buckley Amendment is available for review in the Registrar's office.

Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion

with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the State Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

Computer Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.

2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.
3. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
4. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.
5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the expressed permission of the author or creator.
6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.
8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.
9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.
10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services and Enrollment Management.

Enforcement

Failure to follow the Acceptable Use policy and/or any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary sanctions including but not limited to conduct warning, probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Code of Conduct, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Last updated: Approved 1/19/17

CFCC Student Code of Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the code of conduct include, but are not limited to the following:

- a. destruction of college property
- b. larceny
- c. gambling
- d. use of profane language
- e. fighting
- f. possess or carry, whether openly or concealed, any weapon on campus
- g. violation of the College's drug and alcohol policy
- h. possession and/or use of any drug as defined under North Carolina General Statutes
- i. noncompliance of the Tobacco Free Campus Policy
- j. initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices or any other means
- k. sexual misconduct policy
- l. general disruptive behavior
- m. Academic integrity/Cheating, Plagiarism
- n. harassment
- o. violation of the Computer Acceptable Use Policy
- p. fraud
- q. violation of the zero tolerance policy
- r. violation of federal, state, or local law
- s. forgery

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules will be designated by instructors or supervisors and must be followed by all. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance (g and h above).

Any person observing conduct violation(s) should immediately contact the Vice President for Student Services and Enrollment Management or the Dean of Student Affairs.

Drug and Alcohol Policy

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.
2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.
3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary

status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President for Student Services and Enrollment Management, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.
5. College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

Legal Consequences

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18 years old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a \$250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a \$500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a \$1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844(a) – 1st conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2

years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- 1st conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 844a Civil fine of up to \$10,000.
- 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.
- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

Counseling and Rehabilitation Services to Prevent Substance Abuse

Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Services and Enrollment Management.

A copy of this policy is distributed annually to students and employees.

Zero Tolerance Statement

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

Moreover, Cape Fear Community College has "zero tolerance" when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the college for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution. For more information refer to the Cape Fear Community College's Drug and Alcohol Policy.

Tobacco Free Campus Policy

Cape Fear Community College:

- is committed to providing its employees and students with a safe and healthful environment.
- recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors.
- recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
 - in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;

- on campus grounds, facilities, or in vehicles that are the property of the college;
 - in personal vehicles while on property owned or leased by Cape Fear Community College;
 - at lectures, conferences, meetings, athletic, social, and cultural events held on college property;
 - for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.
 - except at a specific location(s) on the North Campus as approved by the College President due to unsafe conditions going off-campus.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
 3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
 - All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.
 4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.
 5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty, and staff publications and academic buildings, through Student Services and Enrollment Management and through other appropriate means.

6. Implementation:
 - A campus committee shall develop a plan for communicating the policy with students, staff, faculty, and visitors.
 - The College ensures that appropriate signage and other physical indicators of our policy are provided.
 - All tobacco waste management products such as ashtrays shall be removed.
 - Those who violate the policy shall be given a citation for each policy violation.
7. Citation:
 - Students:
 - 1st Offense-Conduct Warning
 - 2nd Offense-Conduct Probation
 - 3rd Offense-Conduct Suspension from CFCC if deemed necessary

In accordance with the Code of Conduct students who repeatedly violate the policy shall be referred to the Vice President for Student Services and Enrollment Management.

Faculty and Staff:

Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.

Visitors:

Visitors are expected to adhere to the college policies. Visitors who ignore the policy shall be asked to leave campus.

Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy. Such conduct will not be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. "Sexual Harassment" means:

- a) unwelcome sexual advances;
- b) unwelcome requests for sexual favors; or
- c) other behavior of a sexual or gender-based nature where:
 - i) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a college sponsored educational program or activity;
 - ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or
 - iii) such conduct is sufficiently severe and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it unreasonably interferes with an individual's academic or work performance or creates an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to the Dean of Student Affairs or the CFCC Campus Police Department. If this is not feasible, the student may take the complaint to the Vice President for Student Services and Enrollment Management.

Last updated: Approved 1/19/17

Sexual Misconduct

Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Cape Fear Community College is committed to providing a learning, and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Cape Fear Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Cape Fear Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. Throughout the year there are several programs offered to the Cape Fear Community College community that provide knowledge to help prevent, avoid and respond to sexual misconduct.

Procedures

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the Sexual or Gender Misconduct Plan and the related Plan Explanations listed below.

How Can We Help?

Our plan helps to ensure the Cape Fear Community College's community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are or have experienced sexual misconduct or discrimination, the most important thing you can do is to get help.

Who Should I Contact?

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

- Faculty or Staff: Contact the Chief Human Resource Officer and/or Title IX Coordinator, your supervisor, or Campus Police/Safety;
- Students: Contact the Vice President for Student Services and Enrollment Management, any Student Services and Enrollment Management Director, Counseling Staff, Athletic Director, or Campus Police/Safety;
- Visitors or Applicants for employment: Contact the Chief Human Resource Officer or Campus Police/Safety.

Sexual/Gender Misconduct Plan and Plan Expectations

I. Plan Statement

Members of the Cape Fear Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Cape Fear Community College believes in zero tolerance regarding sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to; modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

In campus hearings, legal terms like "guilt", "innocence", and "burden of proof" are not applicable, but the College never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources, to ensure a fair prompt and impartial hearing. All Title IX, sexual misconduct, violations are determined and based on the "preponderance of evidence" standard.

II. Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity is a violation of this plan in the same manner as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent. They cannot fully understand the details of a sexual interaction ("who, what, when, where, why, and how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No" and "Yes" may not always mean "Yes". Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Expectations with Respect to Consensual Relationships

Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Sexual Violence – Risk Reduction Tips

Below is a list of suggestions to help avoid and reduce the risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.

- Take affirmative responsibility for your alcohol intake/ drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an impaired person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Definitions

Sexual Misconduct

Sexual Misconduct: Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

1. **Non-consensual sexual contact:** Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to; genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.
2. **Non-consensual intercourse:** Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
3. **Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or sexual advantage of another or his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - prostituting another person;
 - nonconsensual video or audio taping of sexual activity;
 - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - engaging in voyeurism;
 - knowingly transmitting an STD or HIV to another.

Sex Discrimination

Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or others on campus. Sex discrimination also includes stalking, dating violence and domestic violence. Students, college employees, and third parties

are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual and Gender-based Harassment

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly, as a term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes, but is not limited to; acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Coercion

Coercing someone into sexual activity violates this policy as much as physically forcing someone into sex. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community and that application of pressure or oppression causes another individual to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence.

- Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why and how of their sexual interaction.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when where, why and how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.
- If you have sexual activity with someone you know to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally able to consent to you.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand that consent to some forms of sexual behavior does not necessarily imply the consent to other forms of sexual behavior.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.
- Do not take advantage of someone's drunkenness, impaired or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by, or fearful of you.
- Silence and passivity cannot be interpreted by you as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication.

Retaliation

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating, in any manner, in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the making and follow-up of the report.

Dating Violence

The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant has a child with, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Conduct Warning, Probation, Suspension, and Expulsion

Any student whose conduct becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. Any misconduct after a person is placed on conduct probation may result in prompt suspension or expulsion. However, a student is subject to immediate suspension or expulsion if deemed necessary by the Vice President for Student Services and Enrollment Management.

Warning – is a status of "conduct warning" through the duration at CFCC.

Probation – is a status of "conduct probation" for the duration at CFCC, considered not to be in good standing with the College, and will remain on the student's permanent record.

As part of conduct probation, the student may have restrictions placed on specific student privileges, as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College will seek the penalty of suspension or expulsion if deemed necessary.

Suspension – is the status of "conduct suspension", which involves immediate removal from campus, withdrawal from enrollment, registration privileges revoked, and will remain on the student's permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registrations, privileges revoked, and will result in a permanent notation on the CFCC official transcript.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension or expulsion from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. A denial may be appealed to the Judicial Board.

During the term of suspension and/or expulsion, the student may not come on to campus and may be served with a No-Trespass Notice (campus ban). Failure to abide by this condition may result in arrest for criminal trespassing.

A student who is suspended or expelled after the deadline for withdrawal ("W"), shall be assigned a grade of "W" and administratively withdrawn regardless of academic performance.

Right of Appeal

If a student wishes to appeal a conduct action taken by the College, he/she may file a written appeal with the Vice President for Student Services and Enrollment Management. Within ten (10) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), financial aid suspension, conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of thirteen (13) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, financial aid suspension, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittees, areas of responsibility, and composition of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Services and Enrollment Management staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

Financial Aid Subcommittee of the Judicial Board

The Financial Aid Subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas - Financial Services, Student Services and Enrollment Management, faculty, and students. The chairman will be selected by the committee.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee will hear appeals concerning conduct from the College's Office of Student Affairs. The committee will consist of three (3) or more representative from the CFCC faculty and/or staff as designated by the Dean of Student Affairs, with one (1) additional student member for disciplinary hearings. The chairman will be selected by the Dean of Student Affairs.

Grievance Procedures

If you believe that you have a legitimate grievance against another CFCC student or college employee, in a matter other than those covered by the aforementioned, or those outside the jurisdiction of the CFCC Code of Conduct, you may seek a resolution of that grievance through an informal complaint with the Dean of Student Affairs. If your grievance cannot be resolved at an informal level, you may file a formal complaint with the Vice President of Student Services and Enrollment Management to initiate a hearing with the Judicial Board to seek additional understanding and/or resolution.

Student Complaint Procedures

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Dean of Student Affairs who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of receipt of the complaint from the Dean of Student Affairs or designee within 24 hours.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint within twenty (20) working days of receipt of the complaint. The student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

CFCC also provides its students, employees, and guests with an on-line form at <http://cfcc.edu/osa/complaint/> for reporting alleged incidents of harassment, discrimination, sexual misconduct and/or breaches of the CFCC Code of Conduct.

Public Complaint Procedures

Members of the public may also register complaints by forwarding signed, written statements to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

Crime Awareness and Campus Security Policy (Jeanne Clery Act)

I. Intro

The goal of CFCC Police is to provide students, faculty, staff, and visitors with a safe educational environment. The Campus Police Department is comprised of both sworn Law Enforcement Officers and non-sworn Campus Security Officers as well as Parking Enforcement. The Police Department is responsible for crime reports, initial and follow-up investigations, traffic accident reports, and other public safety services.

A. Mission Statement of the Cape Fear Community College Police Department

- We will provide a safe learning environment by enforcing law and upholding college policy in a legal, ethical, and professional manner.
- We will provide effective law enforcement by building relationships with students, staff, and faculty.
- We will value each person as we work to build trust, reduce crime, and create a safe environment while supporting the mission of the college.

B. Vision Statement

The core values of our department, in order to accomplish our mission, are built upon: Professionalism, Respect, Integrity, and Responsibility.

We will work through partnerships with other agencies as we strive to maintain an environment which the primary education mission of the college can be met.

II. College Safety

A. Law Enforcement

Sworn Police Officers are armed and are identified by their gray and blue uniforms with a distinctive CFCC POLICE shoulder patch and badge. They have full police authority on College property under the provisions of Chapter 17C of the General Statutes of the State of North Carolina.

Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction. Police Officers normally do not wear civilian or plain clothes while conducting police business on the campus.

B. Security

Non-sworn Campus Security officers are unarmed and are identified by the yellow or blue and black uniforms with a distinctive white and blue shoulder patch and security badge. They perform many of the same tasks as sworn police officers with the exception of effecting arrest. An arrest (if necessary) will be referred to a sworn officer. Security Officers normally do not wear civilian or plain clothes while conducting security business on the campus.

C. Parking Enforcement

Parking Enforcement Officers are unarmed and are identified by the white and black uniforms with a distinctive black and white shoulder patch, and a black security officer badge patch. They assist with parking management throughout campus and the enforcement, to include: ticketing, booting and towing for violations.

III. Reporting and Notifications

Students who are victim of or witness to a crime or criminal incident, or are aware of a potential threat on campus have the responsibility to report it immediately to the police.

Reporting crime helps law enforcement agencies find and arrest a suspect in a crime, tracking criminal activity and identify trends in various areas, and recover stolen property.

A. Methods

If you have any doubt about safety, especially if you feel like you're in immediate danger, do not hesitate to call 9-1-1. Crimes occurring on campus should be reported to the Campus Police. For Crimes in progress (happening now) the Emergency Phone number is 910-362-7777. For Crimes not in progress, reporting, or questions, the non-emergency phone number is 910-362-7855. Emergency "Blue Light" Telephones: Emergency phones are installed throughout the campus. Activating this box will connect you to the 911 Dispatch Center which notifies Campus Police or Emergency Services of an emergency in that area and send help.

B. Enforcement

Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction.

Students should be aware that many of our Wilmington Campus neighbors are privately owned businesses and residential structures. They reserve many parking spaces for customers, staff, or residential parking. Please be aware of the policy that applies to any parking facility that you use.

C. Notification Systems

Cape Fear Community College has an Emergency Notification System in place, primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to Students, Faculty, and Staff.

In the event that a situation arises, either on or off campus, that, in the judgement of the President, his/her senior administrative staff, or Chief of Police, is a potential ongoing or continuing threat, a campus wide "timely warning" will be issued.

The warning will be issued through the most effective and efficient means available and may include text messages, emails, voicemails, and social media.

D. Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to

issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

E. **Sex Offender Notification**

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they will notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders are public knowledge and may be found at the following sites:

North Carolina Sex Offender and Public Protection Registry: <http://sexoffender.ncsbi.gov/>
U.S. Department of Justice, National Sex Offender Public Website: <https://www.nsopw.gov/>

F. **Protect Yourself**

Students and employees can do much to protect themselves from crime. Many crimes occur only because there was an opportunity for them to happen. For example, most crimes of theft are random, not calculated. They occur because personal property is left unattended. Locking doors and windows, securing valuables in your car trunk are methods of reducing temptation and opportunity which can result in a thwarted burglary or theft.

Personal protection is also important. When walking, plan the safest and most well-lit route. Be aware of your surroundings including persons, places, and things.

Remember, you can take steps to protect yourself from being the victim of a crime, educate yourself, protect yourself, and report all criminal activity or suspected criminal activity to the Campus Police.

The Jeanne Clery Act

Cape Fear Community College seeks to protect the college learning environment and provide a safe campus for all students, faculty, staff and visitors while on college premises. CFCC complies with the Jeanne Clery Act that requires all colleges and universities who receive federal funding to share information publicly about crime on campus and their efforts to improve campus safety. Disclosure of the CFCC campus crime statistics (Clery Report) may be found at the following website for review: <http://ope.ed.gov/security/>.

Behavioral Intervention Team (BIT)

Cape Fear Community College is committed to providing the best possible and working environment that is free of discrimination, harassment and/or sexual violence. By establishing a Behavioral Intervention Team (BIT) at CFCC, formal lines of communication will be clear and efforts will be strengthened during heightened security threats at all college campuses and sites. The BIT will provide a college-wide, integrated approach to addressing extraordinary discipline and/or safety issues on campus. The ongoing in development and coordination of a team of CFCC administrators to address crisis intervention situation will ultimately reinforce the college's overall safety and security infrastructure.

Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

Campus Life

Expressive Activity Policy

Right to Know Act

Health Services

Student Activities

Learning Resources Centers (LRC)

Student Expectations, Rights, & Responsibilities

Student Code of Conduct

Crime Awareness and Campus Safety Policies

Grievance Procedures

Expressive Activity Policy

1. POLICY STATEMENT

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the College community. The College is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the College community. Further, it does not include any activity that interferes with the education of other students or the mission of the institution.

The College has the right, under appropriate circumstances, to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

Providing forums for expressive activity is important because members of the College community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a

fundamental obligation of the College. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly.

2. NO ENDORSEMENT

Although expressive activity is allowed, it is not endorsed by the Board of Trustees or the College unless specifically approved as a College-sanctioned activity. No individual or group may claim approval or endorsement by the College except with prior written approval by the President or designee.

3. FORUMS FOR EXPRESSIVE ACTIVITY

To facilitate the free exchange of ideas, the College has established space on the College's premises that may be used by any person, including external groups and other campus guests, for expressive activities. Such activities are inclusive of literature distribution. This use may be without permission or approval from the College so long as the area has not been previously reserved or scheduled for a particular function; no sound amplification is used; and the participants do not violate other College policies. Although it is not necessary for a person using one of the designated outdoor spaces to obtain prior permission from the College, CFCC encourages such persons to contact the Office of Community Relations for scheduling purposes to minimize possible conflicts.

3.1 OUTDOOR LOCATIONS

The College has set aside outdoor areas for forums, rallies, demonstrations, and other similar activities. These areas may also be reserved through the College's space reservation system (Community Relations Office). Organizations or individuals who reserve these areas have priority. The outdoor areas currently designated for expressive activity are:

3.1.1. Downtown Campus: The grassy area in front of the Burnett (W) Building on Water Street.

3.1.2. North Campus: The covered brick patio between the Eric B. McKeithan Center and the soccer field.

3.2 ADDITIONAL SPACES FOR EXPRESSIVE ACTIVITY

Members of the College community and external guests may also utilize other spaces on College premises for expressive activities on a first-come-first-serve basis such as: courtyards, walkways, grassy areas, and all other areas of the College's premises (including without limitation hallways, lobbies, offices, classrooms, libraries, cafeterias, and auditoriums). Participants must not violate College policies or use sound amplification for expressive activities. Similar to the guidelines outlined in Section 3.1, CFCC encourages the College community and external guests to contact the Office of Community Relations for scheduling purposes to minimize opportunities for disruption to the College's educational and administrative functions.

3.3 External groups and individuals also have access to those public forums that may exist on the city sidewalks, city parks, and other public non-College properties that are near or adjacent to the College campuses.

4. POLICY EXPECTATIONS

At CFCC, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations on college premises. To ensure the safety of all members of the College community, and the functional integrity of the institution's educational mission, the following points are emphasized as policy expectations:

4.1. All such activities must be peaceful, avoiding acts or credible threats of violence and preserving the normal operation of the College.

4.2. No event shall infringe upon the rights or privileges of anyone who disagrees with the content of expression conveyed.

4.3. No one will be permitted to harm others, damage or deface property, block access to College buildings, or disrupt classes.

4.4. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event.

4.5. Members of the College community who engage in expressive activity shall continue to be fully responsible for their educational or occupational obligations.

If an expressive activity does not satisfy these policy expectations, disrupts College operations or creates a safety hazard, College officials will require the activity to be relocated or rescheduled. Students, employees, and or community visitors who do not abide by the established policy expectations may be subject to discipline by the College and/or law enforcement.

5. SPACE RESERVATION PROCEDURES

The President or designee shall implement space reservation procedures that comply with this Policy.

5.1 CONSIDERATIONS FOR EVALUATING SPACE REQUESTS

CFCC administration and the Office of Community Relations will consider the anticipated size, required accommodations, noise levels, traffic, time, relationship to nearby areas, security needs, and the evaluation of other relevant scenarios to determine (a) whether a suitable location exists and (b) whether health and safety concerns require special precautions or arrangements.

6. DEFINITIONS

For the purposes of this Policy, (1) "expressive activity" means public speech protected by the First Amendment to the U.S. Constitution, which includes, by way of example and not limitation, attempts to address all or portions of the College community with the intention of expressing social, political, religious, artistic, or other views; to disseminate written materials; or to request, accept, collect donations or contributions for a non-profit purpose and (2) "College premises" means property owned, leased, managed, or otherwise controlled by the College including without limitation green space, courtyards, walkways, buildings, and vehicles.

Last updated: Approved 1/11/17

Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Services and Enrollment Management office.

Learning Resource Centers (LRC)

The Learning Resource Centers include the libraries, TV studio, and Online Learning. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building. The North Campus LRC is located on the first floor of the McKeithan Center (NA-113).

Additional information about the LRC is available at our website: <http://cfcc.edu/lrc/>.

Library

The Wilmington and North Campus libraries provide resources, services, and instruction that directly contribute to student success. The libraries have approximately 54,000 books, 500 current print periodical subscriptions, and over 16,000 audiovisual items. A wide range of more than 100+ electronic resources, including NC LIVE, is accessible online through the libraries. These e-resources contain thousands of full-text articles from more than 15,000 newspapers, journals, magazines, and encyclopedias and access to 189,000+ ebooks and 2,500 videos. Students may use the libraries' 60 computers or their own computers to access these resources via the Internet. Students can also access the Surf CFCC wireless network from the libraries. A current CFCC ID is required to check out library materials. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Reference Desk at (910) 362-7034 or via email: lreref@cfcc.edu. Library staff and resources will assist you with reference questions, help you meet your course objectives, supplement classroom assignments, and enable you to pursue topics of interest.

TV Studio

The TV studio provides students with a laboratory setting for learning the tools and tasks needed to produce television content. The studio also produces programming for broadcast on The Learning Network and creates promotional videos highlighting CFCC students and programs and provides video services in support of the curriculum.

Right to Know Act

Anyone wishing to obtain information about first-time students' rate of persistence and/or graduation rates should contact the Office of the Executive Director of Institutional Effectiveness and Planning.

Cape Fear Community College measures and reports retention, graduation and transfer rates, along with seven other institutional performance standards, on an annual basis and in accordance with definitions and standards established by the North Carolina State Board of Community Colleges. Establishment of these common performance measures of institutional effectiveness, along with definitions and standards for each, are the result of a mandate by the N.C. General Assembly to review past performance and define standards of performance to ensure quality and effectiveness of programs and services in all of the 58 community colleges. Please refer to CFCC's performance report on these measures. Historical data and additional details may be viewed at <http://cfcc.edu/ie/>.

Student Activities

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of Student Activities is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self-discipline, physical and emotional well-being, and leadership skills. The Student Activities Office is located in the Health Sciences Building (L112) and offers space for the many clubs at CFCC to hold their monthly meetings and is the home of CFCC Athletics. Student Activities also provides services, programs, and facilities for the students, faculty, and staff of the College.

Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA), competing in Region 10. College athletics include men's and women's basketball, women's volleyball, men's and women's soccer, and cheerleading. Individuals participating in college athletics must be a high school graduate, or obtained a GED. The student athlete must be currently enrolled at CFCC and be in good academic standing. In addition, students participating in intercollegiate athletics must meet NJCAA eligibility requirements and standards. The goals and objectives of intercollegiate athletics are listed below:

Goals:

- To enhance academic success of student athletes
- To provide opportunities for participation in competitive collegiate sports
- To promote the development of self-discipline and leadership skills

Objectives:

- Monitor the academic grade point average of collegiate student athletes
- Monitor the retention and graduation/transfer rates of student athletes

Intramural Program

The CFCC Intramural Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

The intramural program includes a wide variety of events. Past activities have included a table tennis tournament, 3 on 3 basketball tournaments, kick ball games, flag football leagues, volleyball games, and other competitive activities based upon the overall interest of the CFCC students, faculty, and staff. General information and registration materials for intramural sports may be obtained through the Student Activities Office (L-112).

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available online at <http://cfcc.edu/sga/>.

Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

Student Ambassadors Program

Each year, CFCC conducts interviews and selects Student Ambassadors to represent the school in various ways including but not limited to individual and group tours. Student Ambassadors also support Community Relations and CFCC Foundation events. These students are selected based on academics, leadership qualities, and their ability to represent the positive environment portrayed at CFCC. The program also provides the opportunity for Student Ambassadors to develop strong communication skills in both small and large group settings, and creates a positive, student friendly environment guided by the Director of Student Recruitment.

Student Ambassadors learn to be leaders and well-rounded representatives of CFCC by providing a firsthand experience of CFCC to both current and potential students and their families. They also develop skills to help them become successful in both their educational and future careers with emphasis on teamwork and responsibility.

Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Phi Theta Kappa is extended by invitation only. Today Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, and Palau. The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequalled among honor societies. Programs and projects focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher.

CFCC Honors Program

Mission Statement: The Honors Program at Cape Fear Community College is an academic enrichment program designed to increase the educational experience of students who demonstrate academic excellence. The program offers students distinctive coursework that provides an opportunity to engage in an academically rigorous experience with other outstanding students; and the program allows students to develop skills in effective communication, critical thinking, independent learning, and scholarly exploration. The Honors Program will assist the growth of students both academically and personally and help ensure their continued academic success at Cape Fear Community College and beyond.

Honors Program Eligibility

Students must be enrolled in an Associate in Arts, Associate in Science, or Associate in Fine Arts program and meet one of the following criteria:

- **Current CFCC Student:** If you are a **current** CFCC student with a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.

- **Recent High School Graduate:** If you are a recent high school graduate with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school, then you are eligible for the Honors Program.
- **Early College High School:** If you are currently enrolled in an early college high school with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school **or** a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.
- **Career and College Promise (Dual Enrollment):** If you are currently in high school and taking college courses through a Career and College Promise program with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school **or** a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.

Benefits to Honors Students

- Honors designation on the degree/diploma
- Recognition at graduation as an "Honors Program" graduate after the successful completion of at least 12 SHC of honors work (4 honors designated academic courses)
- Transferability of CFCC honors credit to several honors programs at North Carolina four-year institutions
- Increased competitiveness and preparation for leadership roles
- Smaller class sizes
- Increased academic rigor
- Honors advising and mentoring
- Priority registration

To apply to the CFCC Honors Program or for additional information go to www.cfcc.edu/honors.

Clubs and Organizations (active)

- Anthropology
- Brazilian Jiu Jitsu
- Business Technologies Club (BTC)
- CRU Campus Crusade for Christ (Formerly Salt N Light)
- Cape Fear Association of Nursing Students (CFANS)
- Community Involvement and Service Learning (CISL)
- Computer Technology
- Creative Arts
- Culinary
- Dental Hygiene
- Environmental Concerns Organization (ECO)
- E.V.O.L.V.E
- Feminist Alliance
- Flying Pigs
- Honors
- IASL (Interpreter American Sign Language)
- International Student Club
- Live Production Technologies
- Mathematics
- Medical Assisting

- NAMI On Campus (National Alliance on Mental Illness-Psychology)
- Nixon Minority Male Leaders Center
- Pharmacy Technology
- Philosophy
- Phlebotomy
- PHI THETA KAPPA (ΦΘΚ) Alpha Chi Sigma (ΑΣΧ) Chapter
- Pineapple Guild (Hospitality/Hotel/Restaurant)
- Political Science Club
- Portals Literary and Arts Magazine
- PRIDE
- Ratio Christi (The Reason For Christ)
- SOTA (Occupational Therapy)
- Student Engineers Association (SEA)
- Student Government Association
- Student Veterans Club
- Veterinary Tech (SCNAVTA)

Former Clubs and Organizations – (inactive)

- Aikido
- Align Your Sails
- Architectural Technology
- ASID
- Biology
- Boat Building
- Cardiovascular Sonography
- Ceramics
- Chorus
- Christian Inquiry
- Collegiate Secretarial
- Cosmetology
- Creative Minds (Creative Writing)
- Criminal Justice
- Deaf and Hearing Impaired
- Dental Assisting
- Drama
- Engineering Technology Club (ETC)
- Entrepreneur
- Fellowship of Christian Athletes (FCA)
- F.O.C.U.S. (Film)
- French
- Gender Studies
- French Club
- Geology
- Global Diversity
- Green Building
- Industrial Electricity

- Instrumentation
- Interior Design
- Jazz
- Machining Technology
- Mechanical Engineering/Drafting and Design
- Metals Guild
- Nuclear Technology
- Nursing ADN and LPN
- Paralegal Technology
- Practical Nursing
- Radiography
- Science
- Spanish
- Sociological Society (CFSSS)
- Sonography
- SOAR (Success through Outreach, Access and Building Relationships)
- Spanish Community Interpreter
- Students for a Free Tibet
- Surfrider

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well-being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs must be approved by the Vice President for Student Services and Enrollment Management, in consultation with the Director of Athletics & Student Activities, after written application is submitted to the Director of Athletics & Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) club constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Athletics & Student Activities before it is undertaken. Student Activity Forms are available from <http://cfcc.edu/sga/forms/>. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to

learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

- Posted information shall not contain obscene or libelous information or other information that is not protected by law.
- Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.
- All event items must be removed by the sponsoring organization immediately following the event.
- All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President for Student Services and Enrollment Management five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual. Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President for Student Services and Enrollment Management within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

Academically-Oriented Student Clubs

Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division deans.

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President for Student Services and Enrollment Management. Items submitted by community and non-profit organizations must be approved for display by the Vice President for Student Services and Enrollment Management. The Vice President for Student Services and Enrollment Management will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on designated bulletin board(s).

Student Publications

All student publications, printed and electronic, are supervised by the Director of Athletics & Student Activities, and the Vice President for Student Services and Enrollment Management. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Vice President for Student Services and Enrollment Management has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President for Student Services and Enrollment Management (or his/her designee) review that student's overall academic and attendance records to determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice President's decision may appeal to CFCC's Judicial Board according to the College's Grievance Procedure.

Student Expectations, Rights, & Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level have the right to inspect and review that child's academic records. After a student reaches the

age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent to the Registrar's Office. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and Enrollment Management and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services and Enrollment Management will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The president, vice presidents and deans of the College may access student records when needed to facilitate the student's educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College administrators have the right to contact parents of any student under the age of 21 that has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Registrar's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Under the Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, students are granted a certain level of privacy with respect to their educational records. The complete text of The Buckley Amendment is available for review in the Registrar's Office.

Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the State Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

Computer Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.
3. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
4. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.
5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the expressed permission of the author or creator.
6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.
8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.
9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.
10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services and Enrollment Management.

Enforcement

Failure to follow the Acceptable Use policy and/or any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary sanctions including but not limited to conduct warning, probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity

which disrupts the educational process of the College and is a violation of the Code of Conduct, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Last updated: Approved 1/19/17

Drug and Alcohol Policy

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.
2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.
3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity will be subject to disciplinary action by the College up to and including termination or expulsion and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings, if it is determined by the president or designee that the person's continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.
4. Each employee or student is required to inform the Executive Director of Human Resources or the Vice President for Student Services and Enrollment Management, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.
5. College Administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

Legal Consequences

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18 years old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a \$250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a \$500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a \$1,000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844(a) – 1st conviction: Up to 1 year imprisonment and fined at least \$10,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 844a Civil fine of up to \$10,000.
- 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.
- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies. Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develops as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

Counseling and Rehabilitation Services to Prevent Substance Abuse

Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Services and Enrollment Management.

A copy of this policy is distributed annually to students and employees.

Zero Tolerance Statement

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student

organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow the College guidelines.

Moreover, Cape Fear Community College has "zero tolerance" when it comes to drugs and alcohol consumption while representing the College during college events. Any violation will result in immediate suspension from the College for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution. For more information refer to the Cape Fear Community College's Drug and Alcohol Policy.

Tobacco Free Campus Policy

Cape Fear Community College:

- is committed to providing its employees and students with a safe and healthful environment.
- recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors.
- recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
 - in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
 - on campus grounds, facilities, or in vehicles that are the property of the college;
 - in personal vehicles while on property owned or leased by Cape Fear Community College;
 - at lectures, conferences, meetings, athletic, social, and cultural events held on college property;
 - for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.
 - except at a specific location(s) on the North Campus as approved by the president of the College, due to unsafe conditions going off-campus.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
 - All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.
5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty, and staff publications and academic buildings, through Student Services and Enrollment Management and through other appropriate means.

6. Implementation:

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty, and visitors.
- The College ensures that appropriate signage and other physical indicators of our policy are provided.
- All tobacco waste management products such as ashtrays shall be removed.
- Those who violate the policy shall be given a citation for each policy violation.

7. Citation:

Students:

1st Offense-Conduct Warning

2nd Offense-Conduct Probation

3rd Offense-Conduct Suspension from CFCC if deemed necessary

In accordance with the Code of Conduct, students who repeatedly violate the policy shall be referred to the Vice President for Student Services and Enrollment Management.

Faculty and Staff:

Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.

Visitors:

Visitors are expected to adhere to the College policies. Visitors who ignore the policy shall be asked to leave campus.

Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy. Such conduct will not be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. "Sexual Harassment" means:

- a) unwelcome sexual advances;
- b) unwelcome requests for sexual favors; or
- c) other behavior of a sexual or gender-based nature where:
 - i) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a college sponsored educational program or activity;
 - ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or
 - iii) such conduct is sufficiently severe and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it unreasonably interferes with an individual's academic or work performance or creates an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a complaint to the Dean of Student Affairs or the Campus Safety Coordinator. If this is not feasible, the student may take the complaint to the Vice President for Student Services and Enrollment Management.

Last updated: 6/26/2019. Approved 1/19/17

Sexual Misconduct

Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Cape Fear Community College is committed to providing a learning, and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Cape Fear Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Cape Fear Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. Throughout the year there are several programs offered to the Cape Fear Community College community that provide knowledge to help prevent, avoid and respond to sexual misconduct.

Procedures

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the Sexual or Gender Misconduct Plan and the related Plan Explanations listed below.

How Can We Help?

Our plan helps to ensure the Cape Fear Community College's community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are or have experienced sexual misconduct or discrimination, the most important thing you can do is to get help.

Whom Should I Contact?

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

- Faculty or Staff: Contact the Executive Director of Human Resources and/or Dean of Student Affairs/Title IX Coordinator, your supervisor, or Campus Safety Coordinator;
- Students: Contact the Dean of Student Affairs/Title IX Coordinator, Vice President for Student Services and Enrollment Management, any Student Services and Enrollment Management Director, Counseling Staff, Athletic Director, or Campus Safety Coordinator;

- Visitors or Applicants for employment: Contact the Executive Director of Human Resources or the Campus Safety Coordinator.

Sexual/Gender Misconduct Plan and Plan Expectations

I. Plan Statement

Members of the Cape Fear Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Cape Fear Community College believes in zero tolerance regarding sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to; modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

In campus hearings, legal terms like "guilt", "innocence", and "burden of proof" are not applicable, but the College never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources, to ensure a fair prompt and impartial hearing. All Title IX, sexual misconduct, violations are determined and based on the "preponderance of evidence" standard.

II. Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity is a violation of this plan in the same manner as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give

valid consent. They cannot fully understand the details of a sexual interaction ("who, what, when, where, why, and how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No" and "Yes" may not always mean "Yes". Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Expectations with Respect to Consensual Relationships

Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Sexual Violence – Risk Reduction Tips

Below is a list of suggestions to help avoid and reduce the risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/ drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an impaired person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Definitions

Sexual Misconduct

Sexual Misconduct: Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

1. **Non-consensual sexual contact:** Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to; genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.

2. **Non-consensual intercourse:** Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
3. **Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or sexual advantage of another or his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - prostituting another person;
 - non-consensual video or audio taping of sexual activity;
 - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - engaging in voyeurism;
 - knowingly transmitting an STD or HIV to another.

Sex Discrimination

Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or others on campus. Sex discrimination also includes stalking, dating violence and domestic violence. Students, college employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual Harassment

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly, as a term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.

- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-Based Harassment

Gender-based harassment is also prohibited. It includes, but is not limited to; acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Coercion

Coercing someone into sexual activity violates this policy as much as physically forcing someone into sex. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community and that application of pressure or oppression causes another individual to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence.

- Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why and how of their sexual interaction.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when, where, why and how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.

- If you have sexual activity with someone you know to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally able to consent to you.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand that consent to some forms of sexual behavior does not necessarily imply the consent to other forms of sexual behavior.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.
- Do not take advantage of someone's drunkenness, impaired or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by, or fearful of you.
- Silence and passivity cannot be interpreted by you as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication.

Retaliation

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating, in any manner, in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the making and follow-up of the report.

Dating Violence

The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant has a child with, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by

any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

CFCC Student Code of Conduct

The College makes every effort to maintain a safe and healthy learning environment for its students and employees alike. When a student is in violation of the Code of Conduct, they will be subject to disciplinary action by the College, and if warranted, referred to the appropriate law enforcement agency. It is expected that students are courteous, respectful, accountable, and conduct themselves as responsible members of the College community. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the Code of Conduct and/or college policy include, but are not limited to the following:

Academic Integrity (*cheating and/or plagiarism*)

Bullying/Hazing (*initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices, or any other means*)

Communicating Threats

Computer Acceptable Use Policy

Destruction of College Property

Discrimination

Drug and Alcohol Policy

Fighting

Forgery

Fraud

Gambling

General Disruptive Behavior

Harassment

Larceny/Theft

Profanity/Obscene Language

Sexual Misconduct Policy

Substance Abuse and/or Possession (*any drug as defined under North Carolina General Statutes*)

Tobacco Free Campus Policy

Violation of Federal, State, or Local Law

Weapons on Campus (*possess or carry, any weapon on campus, whether openly or concealed*)

Zero Tolerance Policy

Violation of these rules of conduct and/or policy will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules may be designated by instructors or supervisors and must be followed at all times. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Any person observing a conduct violation(s) should immediately contact the Dean of Student Affairs or the Vice President for Student Services and Enrollment Management.

Conduct Warning, Probation, Suspension, and Expulsion

CFCC students are expected to conduct themselves in accordance the college rules, regulations, policy and/or local, state or federal law. Any student whose conduct or behavior becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. If an act of misconduct threatens the safety, health or well-being of the College community or severely disrupts the educational process/learning environment, the Dean of Student Affairs or his/her designee, may impose an interim suspension, or campus ban, from the College and/or College premises until disciplinary proceedings are completed and due process is provided to the student. Interim suspension may result in exclusion from class and/or other College related privileges or activities until a final decision can be made concerning the alleged violation. A student is subject to immediate suspension and expulsion, if deemed necessary, by the Dean of Student Affairs or Vice President for Student Services and Enrollment Management. CFCC has the right and responsibility to protect the welfare of the college community and has the discretion to impose disciplinary sanctions under the CFCC Student Code of Conduct.

Warning – is a status of "conduct warning" through the duration at CFCC.

Probation – is a status of "conduct probation" for the duration at CFCC.

As part of conduct probation a student may have restrictions placed on specific student privileges or may be required to satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College may seek the penalty of suspension or expulsion if warranted.

Suspension – is the status of "conduct suspension", which involves immediate removal from campus, withdrawal from enrollment for a specific period of time, registration privileges revoked, and will remain on the student's permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registration privileges revoked, and will result in a permanent notation on the CFCC official transcript.

Conditions to Return

Any student that is on conduct probation, suspension or removed from classes due to a code of conduct violation may be required to submit appropriate documentation or satisfy certain conditions to return as

determined by an administrative hearing and/or the Dean of Student Affairs. Those conditions may include, but are not limited to, counseling, evaluation/assessment by a mental health provider, anger management, proof of rehabilitation and/or other required documentation.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. To ensure due process, a denial may be appealed to the Judicial Board.

Cape Fear Community College has the authority, exercised in its reasoned judgment, to ban students, employees, and visitors, using existing policies, and/or procedures (i.e. Code of Conduct suspensions, expulsions). Likewise, the college may ban a student on an interim basis if he or she is deemed to pose an imminent threat to college property or operations, to the safety or well-being of others, or otherwise has engaged in unacceptably disruptive conduct that disturbs the CFCC learning and working environment. During the term of suspension and/or expulsion, the student may not come on to campus (campus ban) and may be served with a No-Trespass Order. Failure to abide by this condition may result in arrest for criminal trespassing and/or referred for prosecution.

A student who is suspended or expelled after the deadline for withdrawal ("W"), shall be assigned a grade of "W" and administratively withdrawn regardless of academic performance.

Right of Appeal

If a student wishes to appeal a conduct sanction or action taken by the College, he/she may file a written appeal within five (5) weekdays of the incident to the Vice President for Student Services and Enrollment Management. Within five (5) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of seventeen (17) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittee's areas of responsibility of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of three (3) or more representatives from the Judicial Board and will select its' chair from the faculty membership.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee will hear appeals concerning conduct from the college's Office of Student Affairs. The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of three (3) or more representatives from the Judicial Board. The chair will be selected by the Dean of Student Affairs.

Grievance Procedures

If you believe that you have a legitimate grievance against another CFCC student or college employee, in a matter other than those covered by the aforementioned, or those outside the jurisdiction of the CFCC Code of Conduct, you may seek a resolution of that grievance through an informal written complaint to the Dean of Student Affairs, Robby McGee (rmcgee@cfcc.edu). If your grievance cannot be resolved at an informal level, you may file a formal complaint with the Vice President of Student Services and Enrollment Management to initiate a hearing with the Judicial Board to seek additional understanding and/or resolution.

Student Complaint Procedures

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Dean of Student Affairs who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of receipt of the complaint from the Dean of Student Affairs or designee within 24 hours.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint within twenty (20) working days of receipt of the complaint. The student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

CFCC also provides its students, employees, and guests with an on-line Grievance Form for reporting alleged incidents of harassment, discrimination, sexual misconduct and/or breaches of the CFCC Code of Conduct.

Public Complaint Procedures

Members of the public may also file a complaint by forwarding a written statement, signed by the complainant, to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington,

North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

Crime Awareness and Campus Safety Policies (Jeanne Clery Act)

I. Intro

The goal of Cape Fear Community College is to provide students, faculty, staff, and visitors with a safe educational environment. The Campus Safety Office is comprised of both sworn Law Enforcement Deputies and non-sworn Campus Security Officers, as well as, Parking Enforcement. CFCC works in conjunction with New Hanover County Sheriff's Office and Pender County Sheriff's Office, along with Allied Universal Security Services to patrol and protect our students, employees, guests, facilities and properties.

II. College Safety

Law Enforcement

Sworn Deputies are armed and are identified by their county Sheriff's Department uniforms, shoulder patch and badge. They have full authority on College property under the provisions of Chapter 17C of the General Statutes of the State of North Carolina. Law enforcement commissions are granted under that statute by the Attorney General of North Carolina. Deputies possess all the powers to make arrests for both felonies and misdemeanors, as well as, charge for infractions within the agency's jurisdiction.

Security

Non-sworn Campus Security Officers are unarmed and are identified by the yellow or blue and black uniforms with a distinctive white and blue shoulder patch and security badge. They perform tasks such as providing escorts to/from class and/or vehicles, notifying law enforcement of suspicious individuals or activities, etc. Security Officers do not have the power of arrest. An arrest (if necessary) will be referred to a sworn Deputy.

Parking Enforcement

Parking Enforcement Officers are unarmed and are identified by the white and black uniforms with a distinctive shoulder patch, and badge. They assist with parking management and enforcement throughout campus, to include: ticketing, booting, towing and other parking specific violations.

III. Reporting and Notifications

Students who are victim, or witness, to a crime or criminal incident, or are aware of a potential threat on campus have the responsibility to report it immediately to law enforcement. Reporting a crime helps law enforcement agencies find and arrest a suspect, track criminal activity, recover stolen property and identify trends in various areas of the college and surrounding community to ensure a safe learning and working environment.

Methods

If you have any concerns about safety, especially if you feel like you're in immediate danger, call 911. For any non-emergent situation, reporting, or questions, or to request Security assistance, call 910-362-

7855. Emergency "Blue Light" Telephones: Emergency phones are installed throughout the campus, particularly in parking lots/decks and the more remote/secluded areas. Pressing the call button on this box will connect you immediately to the 911 Dispatch Center, which then notifies local law enforcement of an emergency.

Enforcement

Police commissions are granted under that statute by the Attorney General of North Carolina. Deputies possess all the powers to make arrests for felonies and misdemeanors, as well as, charge for infractions within the agency's jurisdiction. Students should be aware that many of our Wilmington Campus neighbors are privately owned businesses and residential structures. They reserve many parking spaces for customers, staff, or residential parking. Please be aware of the policy that applies to any parking facility that you use.

Notification Systems

Cape Fear Community College has an Emergency Notification System in place, primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to Students, Faculty, and Staff. In the event that a situation arises, either on or off campus, that, in the judgment of the President, his/her senior administrative staff, or Campus Safety Coordinator, is a potential threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include text messages, emails, voicemails, and/or social media.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

Sex Offender Notification

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the Sheriff in the county where they reside. The law requires that they also inform the county Sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they will notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders are public knowledge and may be found at the following sites:

North Carolina Sex Offender and Public Protection Registry: <http://sexoffender.ncsbi.gov>
U.S. Department of Justice, National Sex Offender Public Website: <https://www.nsopw.gov>

Protect Yourself

Students and employees can do much to protect themselves from crime. Many crimes occur only because there was an opportunity for them to happen. For example, most crimes of theft are random, not calculated. They occur because personal property is left unattended. Locking doors and windows, securing valuables in your car trunk are methods of reducing temptation and opportunity which can result in a thwarted burglary or theft. Personal protection is also important. When walking, plan the safest and most well-lit route. Be aware of your surroundings including persons, places, and things. Remember, you can take steps to protect yourself from being the victim of a crime, educate yourself, protect yourself, and report all criminal activity or suspected criminal activity to local law enforcement agencies.

The Jeanne Clery Act

Cape Fear Community College seeks to protect the college learning environment and provide a safe campus for all students, faculty, staff and visitors while on college premises. CFCC complies with the Jeanne Clery Act that requires all colleges and universities who receive federal funding to share information publicly about crime on campus and their efforts to improve campus safety. Disclosure of the CFCC campus crime statistics (Clery Report) may be found at the following website for review: <http://ope.ed.gov/security/>.

Behavioral Intervention Team (BIT)

Cape Fear Community College is committed to providing the best possible and working environment that is free of discrimination, harassment and/or sexual violence. By establishing a Behavioral Intervention Team (BIT) at CFCC, formal lines of communication will be clear and efforts will be strengthened during heightened security threats at all college campuses and sites. The BIT will provide a college-wide, integrated approach to addressing extraordinary discipline and/or safety issues on campus. The ongoing development and coordination of a team of CFCC administrators to address crisis intervention situations will ultimately reinforce the college's overall safety and security infrastructure.

Weapons on Campus

As stated in the North Carolina General Statute, G.S.14-269.2, it is unlawful for any person to possess or carry, openly or concealed, any weapon on campus, or on any educational property. This includes any person knowingly to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. Weapons include, but are not limited to, BB gun, stun gun, Taser, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, fireworks, any sharp-pointed or edged instrument, or any other weapon of like kind. Exceptions may include instructional supplies or tools that are required for instructional activities, laboratory demonstrations, maintenance on the educational property, and the preparation of food.

Communicable Disease Policy

As required by the State Board of Community Colleges, 1C SBCCC 200.94, CFCC is committed to providing a safe and healthy learning environment. The purpose of this policy is to prevent and protect all students, faculty, staff and visitors from the spread of a communicable disease, while also prohibiting discrimination against persons with a reportable communicable disease.

A communicable disease is any condition that may be transmitted directly, or indirectly, to a person from an infected person whether via airborne or by physical contact. As defined, a communicable disease is an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal or reservoir, to a susceptible host, through an intermediate plant or animal host, vector, or the inanimate environment (Dictionary of Epidemiology, 2001). By definition and determination by the Centers for Disease Control and Prevention, and the NC Department of Health and Human Services - Epidemiology (NCDHHS), any reportable communicable disease or condition must be evaluated and assessed by a medical physician to protect the health and safety of the College.

Students who suspect, or have reason to believe, that they have a communicable disease are expected to seek expert medical advice about their health circumstances and are obligated, legally and ethically, to conduct themselves responsibly for the protection of themselves and others. Students who know that they are infected with a communicable disease are encouraged to contact the Dean of Student Affairs, so that the College can assist in the appropriate response to their health and/or educational needs and can make any reasonable accommodations, if necessary. As a general rule, individuals that have been diagnosed with a reportable communicable disease and have been cleared by a physician, and provide appropriate documentation, will be permitted to attend classes, access facilities, services, programs or activities provided by the College. Additionally, all inquiries will be handled on a case-by-case basis to ensure the appropriate measures have been executed.

Students of the College who may be infected with a reportable communicable disease, as defined by the NCDHHS, shall not be excluded from enrollment or restricted in their access to College facilities, services,

programs, or activities, unless it has been determined by a healthcare professional and/or the NCDHHS that exclusion or restriction is reasonably necessary because the infected individual poses a significant risk of substantial harm to the health or safety of him/herself or others at the College that cannot be eliminated or reduced through other reasonable accommodations.

Specific health conditions and medical information will remain confidential, unless authorized by the individual in writing to be released, except when appropriate health care providers and/or College officials on a need to know basis and required by local, state and federal law to prevent and/or protect the surrounding community.

Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure unless otherwise directed by law enforcement or security officials. Those persons needing assistance should wait in the designated Areas of Rescue for help.

Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

Online Learning

Online Learning

Online Learning is dedicated to the evaluation, design, and implementation of high quality online education. Online Learning staff provide resources and services to assist students and faculty to be successful in teaching and learning online.

Online Learning

Online Learning (OL) refers to all classes in which all or a portion of instruction takes place online. There are three types of OL classes: internet, hybrid and web-assisted. Internet class instruction is delivered 100% online where the students and instructors do not meet face-to-face, but instead interact entirely in an online environment. These classes are always indicated by an "I" in the section code (e.g. CIS-110-I2 and BIO-240-I1). Hybrid class instruction is delivered on-line with a requirement that students also meet face-to-face (in-classroom). These classes are always indicated by a "Y" in the section code (e.g. BIO-112-DY1 and ACA-122-NYE1A).

In addition to online and hybrid classes, CFCC's face-to-face classes are often web-assisted. In a web-assisted class, all instruction is delivered face-to-face with a requirement that students have internet access as a supplemental part of the class. This means that certain course materials are made available to students through a learning management system (LMS) such as Blackboard. These materials typically include a class schedule, syllabus, instructor contact information, and a gradebook.

Note: Hybrid classes may have required face-to-face, proctored exams. Please contact the individual instructor or department to determine if a particular section has such a requirement.

Online Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to OL courses. OL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Online Learning class materials become available at specific times as the class progresses, and students are required to meet regular deadlines. These classes can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, OL classes are best suited for students who are strongly self-motivated, self-disciplined, and have excellent time management skills. Additionally, because all OL classes require the use of a computer, they should only be taken by students who are already comfortable using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc.; who are proficient in communicating in writing alone; and who have regular access to a computer and internet service. A tutorial for Blackboard—the online environment where OL classes are taught—is available at <http://online.cfcc.edu> and can be accessed using the generic username and password given on that page.

More Online Learning resources can be found at: <http://cfcc.edu/online/>.

Online Learning Attendance

Attendance in internet classes is demonstrated by completing an initial "Enrollment Verification" assignment and completing required coursework. In hybrid classes, where students meet face-to-face and online, attendance may be measured by presence at the first (and subsequent) face-to-face meetings, completion of the online "Enrollment Verification" assignment and assigned coursework, or both.

An "Enrollment Verification" (EV) assignment requires the student to 1) log in to the Blackboard class site and 2) complete an activity that involves engagement with course material. Failure to log in and complete the EV activities for each internet and hybrid class by the 10 percent date of the class may result in the student being withdrawn from the class.

For help completing the Enrollment Verification activity, go to the **Online Learning Help page**.

Continuing Education Division

General Course Information

The Continuing Education Division promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Continuing Education instruction generally includes a combination of lecture, demonstration, and application, and may be delivered in a classroom setting, on location, or through an online learning environment.

Courses open to the general public are advertised through various print, online, social media, and news outlets. New courses are added throughout the year. An up-to-date listing can be found at cfcc.edu/ce.

Courses developed and customized for current or future employees of client companies are not advertised to the general public.

The Continuing Education Division offers a broad range of educational services: basic skills and developmental assessments, high school equivalency exam testing, training and testing for professional licenses and certifications, career assessments, training needs assessments and job task analyses, as well as courses designed for personal enrichment and lifelong learning. Some specialized programs include the

Small Business Center, Career Readiness courses, Customized Training Programs, workplace literacy, and English as a Second Language (ESL).

Courses taken through Continuing Education are generally not transferable to curriculum programs at CFCC or other colleges. CFCC does award curriculum credit in limited areas, such as Emergency Medical Science, using a combination of Continuing Education credits (CEUs), current certifications, and work experience.

Classes are held at the Wilmington downtown campus, North Campus, Burgaw Center, Alston W. Burke Center, and at other locations throughout New Hanover and Pender counties.

For more information and an up-to-date listing of upcoming courses, visit www.cfcc.edu/ce.

Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials and a signed parental consent form. Applicants are usually admitted on a first-come, first-serve basis. Some courses have specific admission requirements.

Information on requirements is available online at cfcc.edu/ce or by calling the number listed with the course. Individuals interested in attending any occupational extension or community enrichment course may register online through WebAdvisor at www.cfcc.edu or in person by visiting the college.

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services and Enrollment Management on either campus. Students with new addresses may complete a form in Student Services and Enrollment Management or update their address online through WebAdvisor.

Registration Information

Most courses require pre-registration. For information concerning the current course offerings and their locations in New Hanover or Pender counties, call (910) 362-7170 or visit the website at www.cfcc.edu/ce.

Course Schedules

Continuing Education courses are scheduled on a continuous basis with new courses starting often. Specific announcements of course offerings, registration dates, locations, and other pertinent information will be through various print, online, social media, and news outlets.

For current course information, please call (910) 362-7170 or visit www.cfcc.edu/ce.

Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College.

For more information about customized training, please call (910) 362.7846. For Small Business seminars, call (910) 362-7469.

Minimum Enrollment Required

The college reserves the right to cancel any course when an insufficient number of people register.

Course Schedules

Continuing Education course schedules vary depending on the subject matter and intent of the course. Specific information on course schedules can be found within the online description of that course at www.cfcc.edu/ce.

Fees

Registration fees for occupational extension courses are set by the State of North Carolina. Based on the length of the course, the costs range from \$70 to \$180. In compliance with North Carolina statutes, registration fees may be waived for selected courses and qualifying individuals. Occupational Extension registration fees are subject to change contingent upon action by the NC General Assembly.

Registration fees for self-supporting courses are set by the college. They are based on a number of factors specific to each course and may vary greatly from course to course. For specific course costs, visit www.cfcc.edu/ce.

Additional costs may include textbooks, equipment and/or supplies specific to the course, insurance fees, a \$5.00 Campus access/parking/security fee, and a \$5.00 technology fee where applicable. In a limited number of self-supporting classes and seminars, other special fees may be charged.

Withdrawal and Refund Policy

The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. To be eligible for a refund the student must officially withdraw from the class by completing a refund request form. Any additional fees paid are nonrefundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting (fax: 910-362-7990 or email: ceregistrar@cfcc.edu). A written request must be dated and received by the registrar before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the registrar prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

Please note: For courses that meet fewer than 10 times, the 10 percent date will usually be the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is \$5.00 each.

Continuing Education Registration-Campus Access Fee

All parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. in the college business office at both the Wilmington and North Campus.

At the Burgaw Center and Alston Burke Center, parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. from the front desk.

Students are required to display parking passes on vehicles parked on campus at any site.

Academic and Career Readiness Department

The Academic and Career Readiness Department includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All interested participants in Academic and Career Readiness must demonstrate the ability to benefit from the program by being able to take one of the following pre-tests as determined by the college: CASAS, TABE. Students unable to complete the pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

- **Adult Basic Education (ABE)**
- **Adult High School Diploma (AHS)**
- **Career Readiness (formerly known as Human Resources Development)**
- **English as a Second Language (ESL)**
- **High School Equivalency Exam Prep for the GED® Test**

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms. High School Equivalency Exam Prep classes for the GED® Test, Adult High School classes are also offered online to students who meet eligibility requirements. National Career Readiness Certification prep classes are also offered online.

For more information visit <http://cfcc.edu/acr>.

Basic Skills Attendance Policy for High School Equivalency Prep, ABE, ABE Essentials, ESL

Students must be in attendance at least eighty percent (80%) of the clock hours of a class in order to remain in the class.

Those who do not meet minimum attendance requirements will be dropped from the class for that session and will be given a grade of "U". Students are expected to punctually attend all lecture and laboratory sessions in the classes for which they are registered. Late arrivals and/or early departures will count toward

total absences in classes. Attendance in online classes (HSE, AHSonline) is measured not only by initial login but also by completion of 80% of the required course work. Students MUST also meet on the published meeting dates (registration/ orientation, required testing dates).

Pre-registration/Orientation

To enroll in ABE, AHS, High School Equivalency Exam preparation, ESL, or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the Wilmington Campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is free.

Adult Basic Education (ABE) Classes

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized and classroom instruction in basic math, reading, writing, computer and employability skills. These classes improve adults' basic skills preparing them to enter the workforce, enhance daily living skills, prepare for the GED® Test or Adult High School Diploma classes and enroll in college.

For more information, call (910) 362-7324 or log on to <http://cfcc.edu/acr/ged-abe/>.

Adult Basic Education Essentials

The ABE Essentials classes are designed for adults that have completed high school but want to continue improving their reading, writing, computer and employability skills with the goal of getting a job. Classes meet Monday through Thursday on campus and Monday through Friday at off campus locations. Cost varies.

Call (910) 362-7457 for more information.

Adult High School Diploma (AHS) Classes

The Adult High School (AHS) program is designed for adult learners 16 years of age or older who have not completed high school, but have academic skills at or above the 9th grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 22 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 p.m. until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is free. Registration for all AHS classes is held at the Wilmington campus.

Classes are also available online to students who meet eligibility requirements.

For information, please call (910) 362-7324 or visit <http://cfcc.edu/acr/ahs/>.

Career Readiness Classes (formerly known as Human Resources Development)

The Career Readiness program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume

Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and the fee may be waived for those who qualify.

For more information, call (910) 362-7324.

English as a Second Language (ESL) Classes

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

For information call (910) 362-7324 or visit <http://cfcc.edu/acr/esl/>.

GED® Testing

GED® Tests are offered at the downtown campus. For registration information call (910) 362-7324.

High School Equivalency Exam Prep Classes for the GED® Test

This program is designed for persons 16 or older without a high school diploma or its equivalency and who function at or above the 9th grade level. Students receive individualized and classroom instruction to prepare for the four areas of the GED® Test. Classes are also available online to students who meet eligibility requirements.

For more information, call (910) 362-7324 or visit <http://cfcc.edu/acr/ged-abe/>.

National Career Readiness Certification (CRC)

Cape Fear Community College in partnership with NC Department of Commerce, Work Force, Centers in New Hanover and Pender counties, is offering the National Career Readiness Certificate (NCRC) program. The NCRC is a portable credential recognized by many employers across the State and nationwide that allows a job candidate to prove his/her skills in three areas Applied Mathematics, Reading for Information and Locating Information. This allows employers to make informed employment and training decisions. After taking the KeyTrain pre-assessments students will know if there are any skills gaps and exactly what areas in which they need to improve when considering specific jobs. Certifications awarded in: bronze, silver, gold, and platinum.

For more information, call (910) 362-7324, or visit <http://cfcc.edu/careerreadiness/>.

Community Enrichment Department

The Community Enrichment department offers short term, non-credit courses that encourage and support individuals interested in lifelong learning opportunities and becoming active citizens in their community. Students receive an abundance of opportunities to meet new people, explore their interests, and develop new skills. CFCC Community Enrichment is committed to facilitating personal transformations that enrich the education and lives of our students.

Four areas of course offerings are included within the Community Enrichment department. Personal enrichment courses cover a broad range of topics from culinary techniques to small scale farming. In addition, **defensive driving courses** encourage the general public to learn safe driving strategies to reduce risk of citations and motor vehicle crashes. Below is a brief sampling of courses available.

For more information about these courses, or to suggest a new course offering, please call (910) 362-7199 unless otherwise noted.

Community Enrichment courses are frequently designed to meet specific requests; therefore, course offerings may change with the interests and the needs of residents in CFCC's service areas of New Hanover and Pender counties. Input from the community is welcome and encouraged, and we are always seeking talented instructors.

If you are interested in teaching for Community Enrichment, please call the Director of Community Enrichment at (910) 362-7254.

Personal Enrichment Courses

It's never too late to try something new! CFCC Community Enrichment offers a variety of personal enrichment courses and workshops which are open to the general public. Areas of course offerings include, but are not limited to: personal health and wellness, computers and technology, recreational sports, foreign and sign languages, heritage arts and crafts, boating safety, visual and performing arts, home and garden, and much more.

For information about upcoming personal enrichment courses, please call (910) 362-7199 or visit <https://cfcc.edu/communityenrichment/>.

Defensive Driving Courses

Defensive Driving courses are available to individuals with moving violations and also to the general public to improve driving skills.

For information and class schedules, call (910) 362-7219, or (910) 362-7175 or visit <http://cfcc.edu/communityenrichment>.

Alive@25: This course is ideal for young drivers age 16-25. Through interactive media segments, workbook exercises, role playing, and classroom participation, young drivers develop strategies that will keep them safe on the road.

DDC4: This four (4) hour Defensive Driving course will motivate drivers to change behind-the-wheel behaviors and attitudes. It will give them key understanding, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. This class is open to any individual or business wanting to increase their awareness of roadway safety.

DDC8: The eight (8) hour Defensive Driving Course is used extensively for court referrals, as a diversion program for drivers with excessive violations, and to retrain drivers with poor driving records. This course

addresses the attitudes of drivers so participants can see that their choices have financial, legal, and personal consequences.

Motorcycle Rider Safety - Basic

This basic twenty-two (22) hour course is designed for new riders who have never ridden a motorcycle and for re-entry riders who need a refresher course. Students will learn about the different types of motorcycles, layout and operation of the basic controls, and how to become a safer, more responsible rider. Successful participants will receive a NC DMV skills waiver card.

For information and class schedules, call (910) 362-7219 or 362-7175.

Motorcycle Rider Safety - Experienced

A one-day course for riders with basic skills, this class provides more in-depth riding techniques and procedures than practiced in the basic motorcycle rider course. This course consists of activities that emphasize personal risk management and self-assessment strategies and on-cycle exercises with emphasis in cornering, braking and swerving.

For information and class schedules, call (910) 362-7219 or 362-7175.

Customized Training and Workforce Development Department

502 N Front Street – Union Station U550

Wilmington, North Carolina 28401

Located at 502 N Front Street, the Customized Training and Workforce Development Department offers courses in a wide variety of areas for job training as well as and customized industry training in New Hanover and Pender counties.

To request industry training or receive information on upcoming courses or seminars, call (910) 362-7170 or visit <http://cfcc.edu/workforce>. The following is a small sampling of courses available.

Auto Safety Inspection and OBD Emissions

This course prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles. It includes regulations and test inspection procedures and is taught to insure that the student understands rules and regulations, can inspect a vehicle properly and can successfully pass qualification exams for certification as a safety and emission inspector at a licensed inspection station.

Auto Safety & OBD Emission Inspection Certification

This course is designed to prepare auto technicians and service personnel as OBD (On-Board Diagnostics) emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV – Enforcement Section – OBD emission inspectors. Upon completion a student will understand the rules, regulations and procedures for OBD emission inspections, be able to inspect a vehicle properly, and be prepared to sit for the state certification exam.

Aviation Ground School

This course is designed to provide ground school training for people interested in flying or working with the Federal Aviation Administration (FAA) as tower operators or radar operators. . The course provides instruction in general airplane knowledge, weather patterns, FAA regulations and flight planning. Students are prepared to successfully complete flight training and receive the FAA Private Pilot license. This course is only classroom time and does not include flight lessons.

Assistance Towing Endorsement

This 4 hour U.S. Coast Guard approved course is intended for those who hold, or are in the process of attaining, their Operator of Uninspected Passenger Vehicles (OUPV) 6-Passenger or Master's Licenses. In order to commercially assist other vessels that may be aground, disabled, out of fuel, or experiencing some other malfunction, a boat operator must hold this "Assistance Towing" Endorsement. This course serves in lieu of taking an Assistance Towing Endorsement examination at any U.S. Coast Guard Regional Examination Center.

Celestial Navigation

This course will cover the theory and technique of finding one's position at sea through sextant observations of celestial bodies.

Coastal Navigation

This course provides training in marine piloting and electronic navigation techniques. Upon successful completion, students will gain competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

Barber School

The barbering program consists of four courses students take consecutively to prepare them for the NC State Barbering Exam. Completion of the program takes approximately 14 months. Day and evening courses are available.

For more information, call (910) 362-7693.

Customized Training Program

The Customized Training Program provides training for industry at CFCC as well as on-site for businesses. Topics vary widely according to industry need and can be customized. Examples of industry offerings

include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, customer service, and team-building.

The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program integrates the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1e). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

For more information, call (910) 362-7176.

Ed2Go - Online Courses

More than 350 instructor-led courses are available via the Internet through Ed2Go. Topic areas include computer applications, web design, customer service, project management, production and inventory management, small business, healthy lifestyle, writing, and many more. All courses begin on the third Wednesday of every month.

For more information, call (910) 362-7572 or visit <http://ed2go.com/cfcc>.

Professional development courses include training necessary to earn and maintain licensing, commissioning, or certification in various fields of employment and meet the continuing education requirements of trade contractors and other occupations. Through a partnership with Ed2Go, CFCC offers over 350 non-credit, instructor-led online courses ranging from Accounting to Writing Essentials.

Effective Substitute Teacher Training

This course is required by New Hanover County Schools and provides prospective substitute teachers with the principles and practices of effective teaching, including: skills in planning, classroom management, and instructional techniques. This course is also suitable for new teachers and teacher assistants. Upon completion of the course, students will receive a certificate that proves participation and successful completion of the course.

For information about requirements and upcoming courses, please call (910) 362-7199.

Continuing Education for Teachers

Teachers in need of license renewal credits can receive Continuing Education Units (CEUs) through Ed2Go, which offers flexible and affordable online courses in the following areas: classroom computing, languages,

mathematics, reading and writing, science, test prep, and tools for teachers. Each course runs for six weeks and consists of twelve lessons.

For information about upcoming course offerings or to request a customized Continuing Education course for your school, please call (910) 362-7199 or visit the Ed2Go website at: <http://ed2go.com/cfcc>.

Electrical Contractors' Renewal

Electrical Contractors' Renewal courses are held throughout the year. This provides electrical contractors the eight hours of mandatory continuing education credits required to maintain a license.

For more information, call (910) 362-7319.

Electrical Apprenticeship Training

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with the electrical trade. On-the-job training, combined with classroom instruction, develops the employees' hands-on skills, and results in the award of a certificate as a journeyman in the trade.

For more information, call (910) 362-7319.

Electrical Lineworker

The Electrical Lineworker Training Program is designed to train persons that wish to become entry-level electrical lineworkers for private and public utility companies and related employers. Students learn the academic and field skill necessary for entry-level workers. Safety is a major focus and students can earn a CDL, Flagger and OSHA 10 certification.

Notary Public

The North Carolina Secretary of State's office requires that anyone wishing to serve as a Notary Public in North Carolina must successfully complete an approved Notary Public course before applying for commission. In order to take this course and become a Notary Public in North Carolina, an individual must meet certain requirements which include, but are not limited to the following: 18 years of age or older; reside or work in the state of North Carolina; possess a high school diploma or equivalent, legally reside in the United States; speak, read, and write in English; and have no felony convictions. In the event of a misdemeanor conviction or any question about eligibility, interested students should call the NC Secretary of State's office at (919) 807-2000 before signing up for the course.

Marine Captain's License Preparation

This 64-hour course provides students with the information necessary to take the US Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels (OUPV) up to 100 gross tons, on inland, near coastal or ocean waters. The examination is then administered upon conclusion of the course.

Upgrade from Operator of Uninspected Passenger Vessels (OUPV) to Master

This 24-hour course is provided to enable the holder of a 6 Passenger OUPV Captain's license to upgrade to a Master's Level License, which is required for inspected vessels certified to carry more than 6 passengers. Upon successful completion of this course, a Certificate of Completion is awarded which is then presented to the Coast Guard as part of the Master's License issuance process. The subject material covered in the course is in accordance with guidelines set by the U. S. Coast Guard.

Medical Coding and Billing Specialist

This program prepares students to take the AAPC Certified Medical Coder exam. To complete the program students must take the following classes: Anatomy & Physiology/Medical Terminology, Introduction to Medical Coding and Advanced Medical Coding. Each class is 96 hours. An optional Certification Exam Prep class is provided before the certification exam date. A required orientation session for newly enrolled students is held prior to the first class. Online classes will be scheduled accordingly.

For more information, call (910) 362-7909.

Nurse Aide Program

This program provides students with the required classroom, skills lab and direct patient care experience to become a Certified Nursing Assistant, and Personal and Home Care Aide.

Nurse Aide Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Refresher - A refresher course designed for skill/competency testing of Nurse Aide I employees.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Level II Refresher (with Competency Assessment) - This Refresher with competency assessment is available for the Nurse Aide II who has an expired Nurse Aide II listing.

Personal and Home Care Aide - this course provides advanced training in Home Care for the Nurse Aide I.

For additional information and class schedules.

- Wilmington location: (910) 362-7370
- Burgaw location: (910) 362-7909 or 362-7370
- Surf City location: (910) 362-7370

Outboard Systems

This 13-week Yamaha Marine University approved course will provide instruction related to the core skills used by mechanics for marine outboard systems. Students can expect to learn the basics of boating, fuel system components, outboard electrical systems, as well as a fundamental understanding of the marine industry, and marine service careers.

Phlebotomy

The Phlebotomy course prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. The program is 256 hours combined classroom and clinical hours. Phlebotomists are healthcare professionals whose responsibility it is to draw blood samples for patients or units of blood from donors. Good phlebotomists have a dramatic impact on the accuracy of test results and have perfected all aspects of their technique to minimize the impact on the patient.

Photography

The DSLR photography series of courses takes the serious aspiring photographer from the basics of digital photography through more advanced techniques to studio lighting and on-location photo shoots. Courses for recreational point-and-shoot photographers are also available.

ServSafe® Certification

The ServSafe® Certification course teaches safe food handling practices and prepares students to take the ServSafe® Certification exam created by the National Restaurant Association. The exam is administered on the last night of class. This is an important certification for anyone working in food service.

Small Engine Repair

The course is designed to teach students to repair small gasoline engines. Students will receive instruction in the principle of 4 and 2 stroke cycle engines. Other areas of emphasis are troubleshooting and repair of valves, power producing components, fuel, ignition, exhaust, lubrication and cooling systems.

Substance Abuse Counseling Program

This program provides students with the 270 education/training hours required by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) in order to earn certification as a Certified Substance Abuse Counselor (CSAC). It is important for those interested in this program to review the additional requirements that are outlined on the NCSAPPB website.

For more information, call (910) 362-7370.

Welding: 3 Modules

Topics include Blueprint Reading, Virtual Welding Simulation, and Testing/Inspection.

Qualifications: Upon completion of this course, students will demonstrate and understand how to read blueprints using symbols and specifications, use the virtual welding simulation software, and better understand the testing/inspection qualifications. Students who complete this first course will be eligible for hands-on welding courses to earn AWS certifications in MIG, TIG, and Stick welding.

About Duke Energy: Duke Energy has recognized that even though the Carolinas have top-rated community and technical college systems, budgetary constraints present a challenge for them. Duke Energy's Community College Grant Program provides a financial boost that helps enable college systems to extend

their expertise, to provide rewarding opportunities for students, and ultimately, to help revitalize manufacturing in the Carolinas.

About North Carolina Community Foundation: North Carolina Community Foundation administers the Duke Energy Community College Grant Program in the Duke Energy Progress area of the state. The Foundation is the single statewide community foundation in North Carolina, serving the philanthropic needs of donors and a broad range of charitable purposes in North Carolina. Visit www.nccommunityfoundation.org.

Small Business Center

The Small Business Center is a provider of business counseling, education, training, and referrals developed to provide start-up assistance to individuals or advice to existing business owners. Our goal is to improve the success rate and number of viable small businesses in Pender and New Hanover counties.

CLASSES/SEMINARS

Targeted to prospective and existing Small Business owners including topics like Business Basics, Marketing, Financials, Writing the Business Plan, QuickBooks, Grant Writing, and Customer Service just to name a few!

COUNSELING

Confidential one-on-one business counseling services.

REFERENCE LIBRARY

Access to our Reference Library is available by appointment and includes Internet Access, business planning, and accounting software, marketing/website videos, and business books.

Visit us online at <http://cfcc.edu/sbc> to register for classes, find how-to startup documents, and download helpful demographics and statistics to aid in writing a business plan, or call the SBC at (910) 362-7216.

Public Safety Department

cfcc.edu/publicsafety

Emergency Medical Technician/Paramedic Program

Emergency Medical Technician initial training prepares the student to perform basic patient care in a pre-hospital setting. The AEMT and Paramedic initial training builds on the EMT initial training and prepares the student to perform basic and advanced patient care in the pre-hospital setting. The course goal for the EMT, AEMT, and Paramedic is to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains. After successful completion of the course, a state examination is required for credentialing. Additional courses offered include continuing education and refresher for all levels of EMS training. Specialty courses may be offered upon request.

For information and class schedules, call (910) 362-7751.

CoAEMSP Required Published Statement

The Cape Fear Community College Continuing Education Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111312

Rowlett, TX 75088

214-703-8445 FAX 214-703-8992

www.coaemsp.org

In-Service Law Enforcement Continuing Education Courses

Our program offers State Mandated In-Service Training courses for Sworn Law Enforcement Officers affiliated with an existing Law Enforcement Agency. We offer RADAR/LIDAR Certification & Recertification classes several times per year. A Law-Enforcement General Instructor course is offered 2 times per year. We can provide specialized training to Law Enforcement officers on an as needed basis.

For more information see the CFCC Law Enforcement website at www.cfcc.edu/publicsafety/law-enforcement-training. E-mail lawenftraining@cfcc.edu or call (910)-362-7217, (910) 362-7649 or (910) 362-7822.

Fire/Rescue and Emergency Management

The Public Safety Fire/Rescue Training Department offers fire and rescue training as well as Emergency Management certification classes and National Fire Academy Programs in New Hanover and Pender counties. Classes for North Carolina Office of the State Fire Marshall (OSFM) State Certification, National Fire Academy and NC State Emergency Management Certification programs are offered by coordinating with area fire and rescue departments and emergency management personnel. Firefighter recertification and courses in the latest technology are also offered locally. CERT (Community Emergency Response Team), fire brigade/emergency response team training and customized training programs are available upon request.

For more information call (910) 362-7799 or (910) 362-7711.

First Responder Academy

This academy is a comprehensive program which includes Firefighter, Haz-Mat, Technical Rescue, TR Vehicle Rescue, Driver Operator, Emergency Vehicle Driver, Emergency Medical Technician (EMT), Driver Operator Pump Operations, Driver Operator Aerial Operations, Rapid Intervention and other vital classes necessary for future firefighters.

For additional information about the Academy, please call (910) 362-7770 or e-mail firetraining@cfcc.edu.

NC OSFM State Certification Programs and National Fire Academy Programs

- Firefighter
- Emergency Vehicle Driver
- Driver Operator Aerial Operations Driver Operator Pump Operations Hazardous Materials
- Technical Rescuer (TR) TR Vehicle Rescue (VR) TR Confined Space Rescue TR Trench Rescue
- TR Structural Collapse TR Wilderness Rescue TR Water Rescue Airport Firefighter
- Fire Instructor Level I & II
- Fire Life Safety Educator Level I, II, & III
- Fire Officer I, II, III, & IV
- Fire Inspector Level I, II, & III
- Marine Firefighting
- Chief 101
- Leadership I, II, & III (NFA)

NC Emergency Management State Certification Program

NC Emergency Management Levels I-IV All Hazards Courses are offered.

For more information call 362-7799 or 362-7711.

NIMS ICS (National Incident Management System) Incident Command System FEMA-Federal Emergency Management Agency

The National Incident Management System (NIMS) which is under the Federal Emergency Management Agency provides consistent nationwide template to enable all government, private sector, and nongovernmental organizations, including all first responders, to work together effectively during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity and improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. NIMS provides for interoperability and compatibility among all responders.

- NIMS ICS-700 National Incident Management System An Introduction
- NIMS ICS-100 NIMS: Introduction to the Incident Command System

- NIMS ICS-200 NIMS: ICS for Single Resources and Initial Action Incidents
- NIMS ICS-300 NIMS: Incident Command System, Intermediate
- NIMS ICS-400 NIMS: Incident Command System, Advanced
- NIMS ICS-402 NIMS: Overview for Executives, Senior Officials
- NIMS ICS-Special classes upon request.

For more information call 362-7799 or 362-7770.

Public Safety Colleges

- Pender County Firefighters Association Public Safety College – annually in January.
- New Hanover County Firefighters Association Public Safety College – annually in April.
- Eastern Carolina Firefighters Association Public Safety College – annually in October.

For more information call (910) 362-7799 or (910) 362-7770.

Fire/Security Alarms System Technician (FAST)

The Fire Alarm System Training (FAST) program is designed to produce competent and qualified individuals in the field of alarm systems. It is our belief that properly trained and knowledgeable alarm system designers and technicians will reduce the losses due to fire or false alarms and improve the quality of life in the community. This program is offered online.

For more information contact Paul Inferrera at pinferrera@cfcc.edu.

Burgaw Center

100 East Industrial Drive

Burgaw, North Carolina 28425

Phone: (910) 259-4966 or 362-7900 Fax: (910) 259-9048

The CFCC Burgaw Center offers continuing education classes at this Pender County location. Pre-registration is required, call: (910) 362-7909. The curriculum classes that meet in the Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

Alston W. Burke Center

621 NC Highway 210 E

Surf City, North Carolina 28445

CFCC offers continuing education classes at the Alston W. Burke Center. Pre-registration is required, call: (910) 362-7931.

Continuing Education Services

The Continuing Education Division promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Non-credit classes and seminars offered will allow adults to achieve their full potential in our ever-changing world of knowledge and skills by preparing for employment to upgrade their skills or learn a new skill.

Human Resources Development Program

The Human Resources Development (HRD) program is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

Basic Skills and Career Readiness Department

The Basic Skills and Career Readiness Department offers literacy classes for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All classes are free and are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. See Extended Services Continuing Education Division for further details.

The Career Readiness program (formerly known as Human Resources Development) is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

College Transfer Program Information

General Education Values Statement

General Education Courses and Competencies

All associate degree programs at Cape Fear Community College (CFCC) comply with the program standards established by the North Carolina Community College System. Each degree program includes a general education component consisting of a minimum of 15 credit hours:

- The Associate in General Education program requires a minimum of 15 general education credit hours;

- The Associate in Applied Science programs require a minimum of 15 general education credit hours;
- The Associate in Engineering requires a minimum of 42 general education credit hours;
- The Associate in Arts requires a minimum of 46 general education credit hours;
- The Associate in Science requires a minimum of 45 general education credit hours; and
- The Associate in Fine Arts programs require the following: 25-26 general education credit hours in the Music premajor, 31-32 general education credit hours in the Theatre premajor, and 25-26 general education credit hours in the Visual Arts premajor.

Degree programs' general education components are comprised of courses from some or all of the following areas: communications, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics.

General education courses are designed to introduce students to a wide variety of academic topics and traditions. These courses also help promote students' attainment of CFCC's general education competencies, which represent the broad areas of knowledge and skills that students develop in the general education component of their degree programs. CFCC's general education competencies include:

- **Computer Literacy:** Utilizing computing technologies for academic, professional, and personal productivity.
- **Critical Thinking:** Applying critical thinking to problems, scenarios, and arguments in order to reach sound solutions, decisions, and positions.
- **Global Awareness:** Utilizing the knowledge and skills necessary for understanding world events, cultures, and social institutions.
- **Oral Communications:** Using oral communications skills to convey information, ideas, and arguments to specific audiences.
- **Quantitative Reasoning:** Utilizing quantitative reasoning skills to make sense of and solve numerical problems and scenarios.
- **Scientific Reasoning:** Using fundamental scientific concepts and theories to analyze problems, observations, and/or experiments.
- **Written Communications:** Using written communications skills to convey information, ideas, and arguments to specific audiences.

These competencies promote learners' appreciation for intellectual rigor, academic integrity, cultural diversity, and responsible citizenship.

College Transfer/University Parallel

General Information and Articulation Agreements

University of North Carolina Minimum Admission Requirements, Effective Fall 2006

(More commonly referred to as "Minimum Course Requirements" or "MCR")

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature)
- Two (2) units of a language other than English
- Four (4) units of mathematics in any of the following combinations:

- Algebra I and II and geometry and one unit beyond Algebra II, or
- Algebra I and II and two units beyond Algebra II, or
- Integrated Mathematics I, II, and III and one unit beyond Integrated Math III (The fourth unit of mathematics affects applicants to all UNC institutions except the North Carolina School of Arts. The mathematics courses with Algebra II as a prerequisite that meet the new UNC Minimum Course Requirement are AP Calculus; AP Statistics; Pre-Calculus, formerly Advanced Math; Discrete Mathematics; IB Mathematics IV; and Advanced Functions and Modeling.)
- Two (2) units of social studies (including one unit of US history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met all the above requirements, the student is considered deficient in MCR. To remove an MCR deficiency and enroll in the UNC System, a student may choose one of the following options:

1. Earn an Associate in Arts degree, an Associate in Science degree, a baccalaureate, or any other higher degree.
2. Complete the following:
 - Six (6) semester hours of freshman composition.
 - Six (6) semester hours of college-level mathematics (must have an M-A-T prefix).
 - Six (6) semester hours of natural sciences.
 - Six (6) semester hours of social and behavioral sciences.
 - Six (6) semester hours of a foreign-language sequence (for students who graduate from high school in 2003-04 and beyond).

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. Effective fall of 2014, UNC institutions will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to an associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education requirements.

The North Carolina Comprehensive Articulation Agreement

To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive Articulation Agreement (CAA). The CAA applies to students who are pursuing an Associate in Arts or an Associate in Science degree and provides guidance to those who are pursuing an Associate in Fine Arts degree. The main difference between the Associate in Arts and the Associate in Science degrees is that the Associate in Science degree requires a stronger background in math and science. These two transfer programs consist mainly of general education courses. The general education courses provide opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. These courses also help students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Students should choose electives that align with their intended major and institution.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 60-61 semester hours are guaranteed to transfer.

To receive the maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an Associate in Arts degree or an Associate in Science degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about the admission and program standards. Some UNC institutions do not accept grades of a "C-," even though CFCC will accept a "C-.")
- Obtain acceptance at the UNC institution.

Under the CAA, no student is guaranteed admission to the UNC institution of his/her choice or to any specific program or professional school in the institution. Admission is a competitive process.

Students Not Completing the Associate in Arts or Associate in Science Degrees

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component (UGETC) will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/ Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a UGETC course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit. (Source: CAA Manual, February 21, 2014)

Transfer of Courses Not Originated at North Carolina Community Colleges

Transfer credit for courses that originate at a UNC institution or an independent college or university that is part of the CAA is acceptable as part of a student's successfully completed general education core or associate in arts or associate in science program under the CAA.

Transfer courses that do not originate at a North Carolina community college may be used under the CAA with the following stipulations:

- a. Courses must be completed at a regionally accredited institution of higher education (like the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, and the New England Association of Schools and Colleges); and
- b. Courses must meet the general education requirements; and
- c. Courses may total no more than 14 semester hours of credit of the general education course credit.
- d. For courses not originating at a North Carolina community college, if the courses are used to complete the associate in arts or science degree, the courses will be taken as a complete package. Otherwise, if 14 or fewer hours are presented without completion of the associate in arts or science, then the receiving institution will consider the courses on a course-by-course basis.

Transfer Assured Admissions Policy (TAAP)

The Comprehensive Articulation Agreement (CAA) assures the admission of a North Carolina community college graduate to one of the sixteen (16) University of North Carolina (UNC) institutions with the following stipulations:

- Admission is not assured to a specific campus or program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or an Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have a minimum grade-point average of 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses. (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about admission and program standards.)
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements for the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, he or she should receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website. At the CFNC website, the student will be presented with the conditions of the TAAP. If these conditions are met, the student will be given information regarding space availability and contacts within other UNC institutions. The student should contact those institutions and get specific information about admissions and available majors.

If the steps above do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington

Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program at CFCC may receive automatic admission provided that space is available, which is usually in the summer and the fall, and may transfer to UNCW as a junior if they meet the following criteria:

- Earn at least a "C" in each transferable course
- Earn an overall grade-point average of a "B" or a 3.0 on a 4.0 scale (based on CFCC's calculation)
- Complete an Associate in Arts degree or an Associate in Science degree
- Complete the admissions process at UNCW.

One foreign language course (3 SHC) is required under the bilateral agreement, and the PE requirement is waived. The foreign language course may be taken at CFCC or UNCW.

Purpose of the College Transfer Programs

Most of the college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers six college transfer programs: one (1) associate in arts, one (1) associate in science, one (1) associate in engineering, and three (3) associate in fine arts.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance, faculty use some of the following methods: critical analysis papers and research papers; article reviews; book critiques; organized discussions; video summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill in the blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the college transfer programs averages 3,400 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte.

Choosing a Program of Study

When choosing a program of study, students should

- Consider their talents/abilities, personality, and passions/ dreams.
- Research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. For information about careers, students may visit CFCC's Career and Testing Services.
- Be willing to change their program if they discover a more rewarding academic field. Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal. Review the websites about academic majors from senior institutions.

The Public Institutions in the University of North Carolina System and Their Website Addresses

Appalachian State University

<http://www.appstate.edu/>

East Carolina University

<http://www.ecu.edu/admissions/>

Elizabeth City State University

<http://www.ecsu.edu/admissions/>

Fayetteville State University

<http://www.uncfsu.edu/admissions/>

North Carolina A&T State University
<http://www.ncat.edu/admissions/index.html>

North Carolina Central University
<http://www.nccu.edu/admissions/index.cfm>

North Carolina School of the Arts
<https://www.uncsa.edu>

North Carolina State University
http://www.fis.ncsu.edu/uga/_vti_bin/shtml.exe/admissio.htm/map

UNC-Asheville
<https://admissions.unca.edu>

UNC-Chapel Hill:
<http://admissions.unc.edu>

UNC-Charlotte
<http://www.uncc.edu/admissions/>

UNC-Greensboro
<http://www.uncg.edu/admissions/>

UNC-Pembroke
<http://www.uncp.edu/admissions-aid>

UNC-Wilmington
<http://www.uncw.edu/uncwadmissions/>

Western Carolina University
<http://admissions.wcu.edu/>

Winston-Salem State University
<http://wssu.edu/admissions/admission-requirements/transfer-student-applicants/default.aspx>

The Private Colleges and Universities in North Carolina that Endorse the Statewide Comprehensive Articulation Agreement and Their Website Addresses

Barton College
<http://www.barton.edu/>

Belmont Abbey College
<http://www.belmontabbeycollege.edu/admissions/>

Bennett College
<http://www.bennett.edu/>

Brevard College
<https://www.brevard.edu/admissions/apply-admission-o>

Campbell University

<http://www.campbell.edu/admissions/undergraduate/>

Catawba College

<http://catawba.edu/admissions/>

Chowan College

<http://www.chowan.edu/>

Gardner-Webb University

<http://gardner-webb.edu>

Johnson C. Smith University

<http://www.jcsu.edu/admissions>

Lees-McRae College

<http://www.lmc.edu/admissions/>

Livingstone College

<http://www.livingstone.edu/admissions/>

Louisburg College

<https://www.louisburg.edu/admissions/index.html>

Mars Hill College

<http://www.mhu.edu/admissions/transfer-students>

Montreat College

<http://www.montreat.edu/>

North Carolina Wesleyan College

<http://www.ncwc.edu/admissions/transfer.php>

Peace College

<http://www.peace.edu/admissions/transfer-students>

Pfeiffer College

<http://www.pfeiffer.edu/>

Queens University of Charlotte

<http://www.queens.edu/>

Saint Andrews Presbyterian College

<https://www.sa.edu/admissions/transfer-students>

St. Augustine's University

<http://www.st-aug.edu/index2.htm>

Shaw University

<http://www.shawuniversity.edu/>

University of Mount Olive

<https://www.umo.edu/admissions/transfer-students>

Warren Wilson College

<http://www.warren-wilson.edu/admission>

Wingate University

<https://www.wingate.edu/office-of-admissions/transfer-to-wingate-university/>

Art Supplies - In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacture: ART 121 - Two-Dimensional Design - Design I, \$75-\$100; ART 131 - Drawing I, \$80 - \$100; ART 240 - Painting I, \$150-\$175 (an additional \$80 needed if a class wants to learn about watercolors and oils/acrylics.); and ART 261 - Photography I, \$120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera. ART 283 - Ceramics I, Students in ART 283 must pay \$10-\$20 for a personal tool packet, available at the CFCC Bookstore.

Math Supplies - Students are required to purchase a graphic calculator (an estimate of \$100) if they enroll in the following math classes: MAT 121, MAT 122, MAT 152, MAT 171, MAT 172, MAT 271, MAT 272, and MAT 273. (TI-84 Plus is recommended.)

Internet, hybrid, and some face-to-face math courses require a MyLabsPlus student access code. This code is included with the purchase of a new textbook from the CFCC bookstore and is used to access the online portion of the class. If a used book is purchased, the code must be purchased separately at an additional cost either at the CFCC Bookstore or online from the publisher of the textbook.

Physical Education (PED) Information

Some PED classes require membership at a commercial facility approved by the class instructor. The cost ranges from \$20 to \$144 depending on the course and the facility. Some PED courses meet off campus at local parks.

All PED courses require a physical activity component. Details on specific PED course requirements may be found in the Course Descriptions section at the rear of the catalog.

NOTE: The course PED 110 requires the commercial membership only if the PED 110 class is an internet class. The commercial facility must be approved by the instructor.

Science Supplies

Internet, hybrid, and face-to-face science courses may require software as an online supplement. This software will be included with the purchase of a new textbook from the CFCC Bookstore. The software may also be purchased separately at an additional cost if one is using a used textbook.

Students enrolled in BIO 175 are required to buy their own disposable lab coats, gloves, and goggles. These items may be purchased through the CFCC Bookstore. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in CHM 131/CHM 131A, CHM 151, CHM 152, CHM 251 and CHM 252 are required to buy safety glasses that give full coverage with side protection for the eyes. Safety glasses may be purchased through the CFCC Bookstore. In addition, students taking CHM 251 and CHM 252 will also need to purchase a cloth lab coat. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in the Internet sections of BIO 110 or CHM 151, as designated as "I" followed by the section number, are required to purchase a science lab kit. Please check with the CFCC Bookstore for the cost of the kit.

Students enrolled in the Internet sections of PHY 110 are required to purchase a metric ruler, a metric stick, and a 128 Hz tuning fork. Please check the instructor's syllabus for purchasing details.

Staying Informed

Students should observe the school calendar, published in the front of the catalog, and read their CFCC email regularly to keep current. Such information as the following is provided: College Day at CFCC; announcements about the monthly visits from UNCW representatives on CFCC's campus, fall and spring semesters; the Spring Fling; announcements about the Advisement Period; the dates for non-punitive withdrawals from classes.

General Information

- Change of Name/Address
- Children on Campus Policy
- Dress
- Housing
- Lost and Found
- Parking

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person. Students with new addresses may complete a form with the Registrar's Office or update their address online through WebAdvisor/Student Planning.

Children on Campus Policy

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Children cannot be left unattended on campus including the Learning Resources Center, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

Dress & Attire

In an effort to provide a professional and safe learning environment that is inclusive for all students, CFCC expects all individuals to dress appropriately and in a manner that will not disrupt or distract from the educational purpose of this institution. Students are required to wear shoes at all times to ensure safety and promote good hygiene. Clothing or attire that is objectively offensive, and/or sexually explicit is not acceptable. Students enrolled in certain Technical/Vocational or Health Science curriculum, may be required to wear special attire for clinical or laboratory classes. If special attire is required, students may not attend classes, laboratory, or clinical site work if their dress is in violation of specific program requirements.

Furthermore, students should take positive steps to exercise good hygiene and personal care in order to improve their physical and mental well-being, and overall health. If a student's dress or hygiene interferes with the learning process, the student will be referred to counseling and/or the Dean of Students. Failure to adhere to these minimum standards and guidelines could result in the denial of admission, re-enrollment, and/or removal from CFCC premises/property.

Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

Lost and Found

The Campus Police office will accept articles found on campus. If contact information is available, the owners will be notified. Articles will be held for the remainder of the semester and will then be donated to a non-profit organization.

Parking

To park on any CFCC property, you must clearly display a CFCC parking decal. Parking decals, along with rules and regulations, are obtained in the Business Office. Violation of parking policy may result in citations, towing or booting of vehicle, or further disciplinary action.

Downtown, the College offers student surface parking lots and a parking deck at 200 Hanover Street. Students must have a CFCC Student ID card to enter and exit the parking deck. North Campus, the Burgaw Center, and Alston W. Burke Center offer student surface parking lots.

Handicap parking is provided at each of the Downtown Campus buildings, North Campus buildings, the Burgaw Center, and Alston W. Burke Center. Downtown, anyone displaying a DMV Handicap placard or license plate may park in any of the metered parking spaces without paying.

For complete rules and regulations, along with the most up to date information regarding parking and traffic conditions, please refer to <http://cfcc.edu/parking/> or follow us on Twitter @cfccparking.

Career & Technical Education Programs

Career & Technical Education

Business Technologies Department

Technical & Vocational Program

Accounting Analytics Certificate (C25800B)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Required Courses (18 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 2**
- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BAS 120 - Intro to Analytics **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Spring Semester I

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 2**

Accounting and Finance A.A.S (A25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

General Education Requirements (15 credits)

Required Courses (3 credits)

Take 3 credits:

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications (3 credits)

Take 1 course:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science (3 credits)

Take 3 credits:

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Math/Science

Take 1 course:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements (23 credits)

Core (11 credits)

Take 11 credits:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**

Finance Applications (3 credits)

Take 3 credits:

- BUS 225 - Business Finance **Credits: 3**

Computer Applications (3 credits)

Take 3 credits:

- CIS 110 - Introduction to Computers **Credits: 3**

Spreadsheet Applications (3 credits)

Take 3 credits:

- CTS 130 - Spreadsheet **Credits: 3**

Economics (3 credits)

Take 3 credits:

- ECO 151 - Survey of Economics **Credits: 3**

Concentration Requirements (14 credits)

Accounting (14 credits)

Take 14 credits:

- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 130 - Business Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**
- ACC 220 - Intermediate Accounting I **Credits: 4**

Other Major Requirements (19 credits)

Required Courses (16 credits)

Take 16 credits:

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**

Elective (3 credits)

Take 3 credits:

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**

- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 71 SHC

Recommended Course Sequence

Fall Semester 1

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester 1

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- Math Elective
- Humanities/Fine Arts Elective
- Communications Elective

Summer Semester 1

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- Social/Behavioral Science Elective

Fall Semester 2

- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 3**
- ACC 220 - Intermediate Accounting I **Credits: 4**
- BUS 225 - Business Finance **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

Spring Semester 2

- ACC 130 - Business Income Taxes **Credits: 3**

- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
Accounting Elective

Accounting and Finance Certificate (C25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Major Requirements (17 SHC)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**

Total Credits: 17

Course Sequence

Fall I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring I

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**

- ACC 150 - Accounting Software Appl **Credits: 2**
- CTS 130 - Spreadsheet **Credits: 3**

Accounting and Finance Diploma (D25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

General Education Requirements (6 SHC)

Take 6 Credits

English

Take 3 Credits

- ENG 111 - Writing and Inquiry **Credits: 3**

Communication

Take 3 Credits

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements (30 SHC)

Required Courses

Take 17 Credits

- ACC 120 - Prin of Financial Accounting **Credits: 4**

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**

Required Subj. Area

Take 7 Credits

- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**

Other Major Hours

Take 6 Credits

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- BUS 121 - Business Math **Credits: 3**

Total Credits: 36

Course Sequence

Fall I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**

Fall II

- ACC 129 - Individual Income Taxes **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- Elective

Business Administration Leadership and Business Etiquette Certificate (C25120J)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Major Requirements (18 credits)

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- BUS 270 - Professional Development **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Business Administration, A.A.S. (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the

application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

General Education Requirements (15 credits)

Required (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Math/Natural Science Electives (3-4 credits)

Take 3-4 credits:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 131 - Introduction to Chemistry **Credits: 3 and**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**

- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements (21 credits)

Required (12 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Accounting (4 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Economics (3 credits)

- ECO 151 - Survey of Economics **Credits: 3**

Computer Applications (2-3 credits)

Take 1 course:

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**

Concentration Requirements (12 credits)

- BUS 121 - Business Math **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- BUS 285 - Business Management Issues **Credits: 3**

Other Major Requirements (22 credits)

Required (13 credits)

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration Electives (9 credits)

Take 9 credits:

Take 9 credits:

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 3**
- ACC 220 - Intermediate Accounting I **Credits: 4**
- BAF 110 - Principles of Banking **Credits: 3**
- BAF 111 - Teller Training **Credits: 3**
- BAF 143 - Financial Planning **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**
- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 147 - Business Insurance **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- INS 121 - Life Insurance **Credits: 3**

- INS 122 - Accident and Health Insurance **Credits: 3**
- INT 110 - International Business **Credits: 3**
- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- MKT 224 - International Marketing **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**
- OST 136 - Word Processing **Credits: 3**
- RLS 112 - Broker Prelicensing **Credits: 5**
- RLS 113 - Real Estate Mathematics **Credits: 2**
- SPA 111 - Elementary Spanish I **Credits: 3**
- WBL 111B - Work-Based Learning I **Credits: 1**
- WBL 121B - Work-Based Learning II **Credits: 1**
- WBL 131B - Work-Based Learning III **Credits: 1**

Total Credits: 70/72

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- Math/Natural Science Elective

Summer Semester I

- BUS 125 - Personal Finance **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Fall Semester II

- BUS 115 - Business Law I **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

- Business Administration Elective
- Business Administration Elective

Spring Semester II

- BUS 285 - Business Management Issues **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**
- Business Administration Elective
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Business Administration, Banking and Finance Certificate (C25120B)

Banking and finance is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Major Requirements

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Concentration Requirements

- BUS 125 - Personal Finance **Credits: 3**

Other Major Requirements

- BAF 110 - Principles of Banking **Credits: 3**
- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**

Total Credits: 17/18

Fall Semester I

- BAF 110 - Principles of Banking **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**

- CIS 111 - Basic PC Literacy **Credits: 2**

Spring Semester I

- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**

Business Administration, Customer Service Certificate (C25120)

This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

Major Requirements

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Other Major Requirements

- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**

Total Credits: 16

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**

Business Administration, Entrepreneurship Certificate (C25120E)

Major Requirements

Accounting

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Required

(Take 1 of 2 Groups)

Group 1

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Group 2

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Other Major Requirements

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**

Total Credits: 17/18

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**

Spring Semester I

- ACC 150 - Accounting Software Appl **Credits: 2**

- BUS 230 - Small Business Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3 or**
- MKT 223 - Customer Service **Credits: 3**

Business Administration, International Business Certificate (C25120G)

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Economics

- ECO 151 - Survey of Economics **Credits: 3**

Other Major Requirements

- INT 110 - International Business **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- MKT 224 - International Marketing **Credits: 3**

Total Credits: 18

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- INT 110 - International Business **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- BUS 137 - Principles of Management **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- MKT 224 - International Marketing **Credits: 3**

Business Administration, Management and Supervision Certificate (C25120A)

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Other Major Requirements

Required

- OMT 156 - Problem-Solving Skills **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration Electives

- BUS 135 - Principles of Supervision **Credits: 3**
- INT 110 - International Business **Credits: 3**

Total Credits: 18

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- INT 110 - International Business **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Spring Semester I

- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration, Office Systems Certificate (C25120D)

Major Requirements

- Take 1 course:
- CIS 110 - Introduction to Computers **Credits: 3**
 - CIS 111 - Basic PC Literacy **Credits: 3**

Other Major Requirements

Take 6 credits:

- CTS 130 - Spreadsheet **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Business Administration Electives

- Take 6 credits:
- DBA 110 - Database Concepts **Credits: 3**
 - OST 136 - Word Processing **Credits: 3**

Total Credits: 14/15

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Spring Semester I

- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Business Administration, Office Systems Diploma (D25120)

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Accounting

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Economics

- ECO 151 - Survey of Economics **Credits: 3**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements

Required

- CTS 130 - Spreadsheet **Credits: 3**

Business Administration Electives

- ACC 150 - Accounting Software Appl **Credits: 2**
- DBA 110 - Database Concepts **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Total Credits: 38

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Spring Semester I

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

Summer Semester I

- DBA 110 - Database Concepts **Credits: 3**

- ENG 114 - Prof Research & Reporting **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Business Administration, Project Management Certificate (C25120F)

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**

Other Major Requirements

Required

- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration Electives

- CTS 240 - Project Management **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Total Credits: 17/18

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- BUS 115 - Business Law I **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Analytics A.A.S. (A25350)

General Education Requirements (19 credits)

English Composition

- Take 6 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Communications Elective

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
 - COM 120 - Intro Interpersonal Com **Credits: 3**
 - COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Elective

- Take 3 credits:
- ART 111 - Art Appreciation **Credits: 3**
 - HUM 115 - Critical Thinking **Credits: 3**
 - MUS 110 - Music Appreciation **Credits: 3**
 - PHI 230 - Introduction to Logic **Credits: 3**
 - PHI 240 - Introduction to Ethics **Credits: 3**

Mathematics

- MAT 171 - Precalculus Algebra **Credits: 4**

Social/Behavioral Science Elective

- Take 3 credits:
- ECO 151 - Survey of Economics **Credits: 3**
 - ECO 251 - Prin of Microeconomics **Credits: 3**
 - ECO 252 - Prin of Macroeconomics **Credits: 3**
 - POL 120 - American Government **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**
 - SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements (31 credits)

Required Courses

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BAS 221 - Intro to Predictive Analytics **Credits: 3**
- BAS 240 - Data Structures for Analytics **Credits: 3**
- BAS 270 - Adv Analytical Tools & Methods **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**

Statistics

- MAT 152 - Statistical Methods I **Credits: 4**

Other Major Requirements

Take 18 credits:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BAS 230 - Applied Predictive Modeling **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Total Credits: 68

Recommended Course Sequence

Fall Semester I

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester I

- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

Summer Semester I

- Com m unications Elective
- CTS 130 - Spreadsheet **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- Humanities/Fine Arts Elective

Fall Semester II

- BAS 221 - Intro to Predictive Analytics **Credits: 3**
- BAS 240 - Data Structures for Analytics **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- Business Analytics Major Elective

Spring Semester II

- BAS 270 - Adv Analytical Tools & Methods **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
- Business Analytics Major Elective
- Business Analytics Major Elective
- Social/Behavioral Science Elective

Business Analytics Certificate (C25350)

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

Required Courses (18 credits)

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester I

- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Business Analytics Diploma (D25350)

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

General Education Requirements (9 credits)

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Communications Elective

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
 - COM 120 - Intro Interpersonal Com **Credits: 3**
 - COM 231 - Public Speaking **Credits: 3**

Major Requirements (22 credits)

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**

Statistics

- MAT 152 - Statistical Methods I **Credits: 4**

Other Major Requirements (6 credits)

BAS Major Electives

- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**

Total Credits: 37

Recommended Course Sequence

Fall Semester 1

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester 1

- BAS 121 - Data Visualization **Credits: 3**

- BAS 220 - Appl. Analytical Program. **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

Summer Semester 1

- CTS 130 - Spreadsheet **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
Communications Elective

Cyber Crime Technology

This curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals. Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes. Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

General Education Requirements (15 hours)

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

- (Take 3 credits)
- ART 111 - Art Appreciation **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science

- PSY 150 - General Psychology **Credits: 3**

Mathematics

- MAT 143 - Quantitative Literacy **Credits: 3**

Major Requirements (16 hours)

Required Courses

- CCT 110 - Intro to Cyber Crime **Credits: 3**
- CCT 112 - Ethics & High Technology **Credits: 3**
- CCT 121 - Computer Crime Invest. **Credits: 4**
- CCT 231 - Technology Crimes & Law **Credits: 3**
- CCT 289 - Capstone Project **Credits: 3**

Other Major Requirements (34 hours)

Other Major Hours

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Total Credits: 65

Fall I

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CCT 110 - Intro to Cyber Crime **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CCT 112 - Ethics & High Technology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- CCT 121 - Computer Crime Invest. **Credits: 4**
- CET 150 - Computer Forensics I **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Summer I

- MAT 143 - Quantitative Literacy **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
Hum/Fine Arts

Fall II

- CCT 231 - Technology Crimes & Law **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Spring II

- CCT 289 - Capstone Project **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- CCT 250 - Network Vulnerabilities I **Credits: 3**

Healthcare Business Informatics Certificate (C25510)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Other Major Requirements

Required Courses

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**

Basic Computer Skill

- CIS 110 - Introduction to Computers **Credits: 3**

Medical and Legal

- OST 149 - Medical Legal Issues **Credits: 3**

Business Management

- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Total Credits: 18

Course Sequence

Fall I

- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**

Spring I

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Healthcare Business Informatics Diploma (D25510)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

General Education Requirements

(Take 6 Credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communication

> Take 1 Course

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements

(Take 30 Credits)

Required Courses

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**
OR
- CIS 111 - Basic PC Literacy **Credits: 3**

Network Systems

- NET 125 - Introduction to Networks **Credits: 3**

Database

- DBA 110 - Database Concepts **Credits: 3**

Medical Terminology

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Medical & Legal Regulation

- OST 149 - Medical Legal Issues **Credits: 3**

Business Management

- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Information Security

- CTI 120 - Network & Sec Foundation **Credits: 3**

Total Credits: 38 or 39

Course Sequence

Fall I

- CIS 110 - Introduction to Computers **Credits: 3**
OR
- CIS 111 - Basic PC Literacy **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**

Spring I

- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Summer I

- HBI 113 - Survey of Med Insurance **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
COM Elective

Healthcare Business Informatics, A.A.S. (A25510)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

General Education Requirements (15 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Natural Sciences/Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**

- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements (42 credits)

Required Courses

- CTS 120 - Hardware/Software Support **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**
- HBI 250 - Data Mgmt and Utilization **Credits: 3**

Basic Computer Skills

(Choose 1 Course)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Operating Systems

- NOS 110 - Operating Systems Concepts **Credits: 3**

Network Systems

- NET 125 - Introduction to Networks **Credits: 3**

Database

- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Medical Terminology

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Medical & Legal Regulation

- OST 149 - Medical Legal Issues **Credits: 3**

Business Management

- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Information Security

- CTI 120 - Network & Sec Foundation **Credits: 3**

Other Major Requirements (12 credits)

Required

- CIS 115 - Intro to Prog & Logic **Credits: 3**

Healthcare Business Informatics Electives

(Take 6 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Total Credits: 68 or 69

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Spring Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**

- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Summer Semester I

- HBI 113 - Survey of Med Insurance **Credits: 3**
- Communications Elective
- Humanities/Fine Arts Elective

Fall Semester II

- DBA 120 - Database Programming I **Credits: 3**
- HBI 250 - Data Mgmt and Utilization **Credits: 3**
- NOS 110 - Operating Systems Concepts **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- Healthcare Business Informatics Elective

Spring Semester II

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- Healthcare Business Informatics Elective
- Social/Behavioral Science Elective

Information Technology - Network Administration Certificate (C25590D) Ends 2020SU

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Requirements (3 credits)

Technical Core

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements (12 credits)

- CET 125 - Voice and Data Cabling **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CET 125 - Voice and Data Cabling **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Information Technology - Software Development Certificate (C25590E)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Requirements (16 credits)

- CIS 110 -Introduction to Computers **Credits: 3**
- CSC 120 -Computing Fundamentals I **Credits: 4**
- DBA 120 -Database Programming I **Credits: 3**
- WEB 115 -Web Markup and Scripting **Credits: 3**

Total Credits: 16

Recommended Course Sequence

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- CIS 115 -Intro to Prog & Logic **Credits: 3**
- DBA 120 -Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 -Web Markup and Scripting **Credits: 3**
- CSC 120 -Computing Fundamentals I **Credits: 4**

Information Technology Certificate (C25590A) Ends 2020SU

Major Requirements

- CTI 110 -Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 -Network & Sec Foundation **Credits: 3**
- CTS 115 -Info Sys Business Concepts **Credits: 3**
- CTS 120 -Hardware/Software Support **Credits: 3**

Other Major Requirements

Other Required Courses

- CIS 110 -Introduction to Computers **Credits: 3**
- CTS 220 -Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- CTS 115 -Info Sys Business Concepts **Credits: 3**

- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Information Technology Diploma (D25590A) Ends 2020SU

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

- SEC 110 - Security Concepts **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 42

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Summer Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- Communications Elective

Information Technology, A.A.S. (A25590)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

(Take 3-4 credits)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**

- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

Systems Security

- SEC 110 - Security Concepts **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Other Major Requirements

Information Technology Electives

(Take 33 credits)

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 125 - Voice and Data Cabling **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- CSC 130 - Computing Fundamentals II **Credits: 4**
- CSC 153 - C# Programming **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- SEC 260 - Security Admin II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**

- WEB 210 - Web Design **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 72/73

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- Information Technology Elective

Summer Semester I

- Communications Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Fall Semester II

- MAT 121 - Algebra/Trigonometry I **Credits: 3 or**
- MAT 171 - Precalculus Algebra **Credits: 4**
- Social/Behavioral Science Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Spring Semester II

- Humanities/Fine Arts Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Information Technology, Computer Forensics Certificate (C25590I) Ends 2020SU

Major Requirements

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CET 150 - Computer Forensics I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Summer Semester I

- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**

Information Technology, Database Prog & Admin Certificate (C25590H) Ends 2020SU

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in

specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Technical Core (6 credits)

(Take 6 credits)

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**

Other Major Requirements (12 credits)

Electives (9 credits)

(Take 9 credits)

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Other Required Courses (3 credits)

(Take 3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**

Spring Semester I

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Information Technology, Information Systems Security Certificate (C25590C) Restructured to become CyberSecurity & Networking Certificate (C25590C)

Concentration Requirements

Systems Security

- NET 125 - Introduction to Networks **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Other Major Requirements

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Spring Semester I

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Summer Semester I

- SEC 160 - Security Administration I **Credits: 3**

Information Technology, IT Security and Forensics Diploma (D25590B) Restructured to become CyberSecurity & Networking Diploma (D25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Technical Core

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

Systems Security

- SEC 110 - Security Concepts **Credits: 3**

- NET 125 - Introduction to Networks **Credits: 3**

Other Major Requirements

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 48

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Fall Semester II

- CET 250 - Computer Forensics II **Credits: 3**
 - CCT 260 - Mobile Phone Examination **Credits: 3**
 - SEC 160 - Security Administration I **Credits: 3**
 - TNE 245 - Netwk Perimeter Security **Credits: 3**
- Communications Elective

Information Technology, Network and Systems Administration Diploma (D25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**

- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 48

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CTS 220 - Adv Hard/Software Support **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**
- Communications Elective

Summer Semester I

- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**

Information Technology, Operating Systems Administration Certificate (C25590F)

Major Requirements

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Spring Semester I

- CET 245 - Internet Servers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**

Information Technology, Software and Web Development Diploma (D25590D)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Technical Core

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**

Other Major Requirements

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- CSC 130 - Computing Fundamentals II **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**

Total Credits: 38

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Fall Semester II

- CSC 130 - Computing Fundamentals II **Credits: 4**

- WEB 210 - Web Design **Credits: 3**
- Communications Elective

Information Technology, Virtualization Technology Certificate (C25590J) Ends 2020SU

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTI 240 - Virtualization Admin I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Summer Semester I

- CTI 140
- CTI 241 - Virtualization Admin II **Credits: 3**

Information Technology, Web Development Certificate (C25590G)

Major Requirements

- CET 172 - Internet Technologies **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**

- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Fall Semester II

- WEB 210 - Web Design **Credits: 3**

Insurance Diploma (D25120B)

Major Requirements (42 Credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- BUS 147 - Business Insurance **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- INS 121 - Life Insurance **Credits: 3**
- INS 122 - Accident and Health Insurance **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Total Credits: 42

Course Sequence

Fall I

- BUS 137 - Principles of Management **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- INS 121 - Life Insurance **Credits: 3**
- INS 122 - Accident and Health Insurance **Credits: 3**
- BUS 147 - Business Insurance **Credits: 3**

Spring I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Summer I

- BUS 125 - Personal Finance **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Insurance Life and Accident Certificate (C25120L)

The planning, organizing, directing and evaluating business functions essential to efficient and productive business operations; planning and related services for financial and investment planning, banking, insurance, and business financial management; executing governmental functions including governance, national security, foreign service, planning, revenue and taxation, and regulations; planning, managing, and performing marketing activities to reach organizational objectives

Major Requirements (15 Credits)

- BUS 270 - Professional Development **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- INS 121 - Life Insurance **Credits: 3**
- INS 122 - Accident and Health Insurance **Credits: 3**

Total Credits: 15

Course Sequence

Fall I

- INS 121 - Life Insurance **Credits: 3**
- INS 122 - Accident and Health Insurance **Credits: 3**

Spring I

- BUS 115 - Business Law I **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

Insurance Property and Casualty Certificate (C25120K)

The planning, organizing, directing and evaluating business functions essential to efficient and productive business operations; planning and related services for financial and investment planning, banking, insurance, and business financial management; executing governmental functions including governance, national security, foreign service, planning, revenue and taxation, and regulations; planning, managing, and performing marketing activities to reach organizational objectives.

Major Requirements (15 Credits)

- MKT 223 - Customer Service **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- BUS 147 - Business Insurance **Credits: 3**

Total Credits: 15

Course Sequence

Fall I

- BUS 137 - Principles of Management **Credits: 3**
- BUS 147 - Business Insurance **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- MKT 223 - Customer Service **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**

Medical Office Administration, A.A.S. (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing.

Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

General Education Requirements (15 credits)

English

(Take 3 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences

(Take 3 credits)

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Math/Science

(Take 3 credits)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements (24 credits)

Required Courses

(Take 6 credits)

- OST 148 - Med Ins & Billing **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Computer Applications

(Take 3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Formatting/Word Processing

(Take 3 credits)

- OST 136 - Word Processing **Credits: 3**

Legal/Medical Ethics

(Take 3 credits)

- OST 149 - Medical Legal Issues **Credits: 3**

Medical Office Management

(Take 3 credits)

- OST 288 - Medical Office Admin Capstone **Credits: 3**

Medical Terminology

(Take 6 credits)

- MED 121 - Medical Terminology I **Credits: 3**

- MED 122 - Medical Terminology II **Credits: 3**

Concentration Requirements (12 credits)

Medical Billing and Coding

(Take 12 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Other Major Requirements (19 credits)

Required Courses

(Take 13 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Anatomy/Physiology

(Take 5 credits)

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Related Electives

(Take at least 1 credit)

- BUS 110 - Introduction to Business **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Total Credits: 70/72

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- OST 136 - Word Processing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Summer Semester I

- Communications Elective
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Fall Semester II

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- Math Elective
- Humanities/Fine Arts Elective

Spring Semester II

- OST 288 - Medical Office Admin Capstone **Credits: 3**
- Medical Office Administration Elective
- DBA 110 - Database Concepts **Credits: 3**
- Social/Behavioral Science Elective
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Medical Office Administration, Healthcare Administration Diploma (D25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other

healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

General Education Requirements (6 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements (21 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Concentration Requirements (6 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Other Major Requirements (9 credits)

- CTS 130 - Spreadsheet **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**

Total Credits: 42

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- OST 136 - Word Processing **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**

Summer Semester I

- CTS 130 - Spreadsheet **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Medical Office Administration, Medical Coding and Billing (D25310B)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

General Education Requirements (6 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements (15 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Concentration Requirements (12 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Other Major Requirements (5 credits)

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Total Credits: 38

Recommended Course Sequence

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Summer Semester I

- OST 148 - Med Ins & Billing **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**

- OST 260 -Adv Coding Methodologies **Credits: 3**

Engineering Technology Department

Technical & Vocational Program

Architectural Technology Certificate (C40100)

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Technical Core

- ARC 112 - Constr Matls & Methods **Credits: 4**

Architectural Technology

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**

Other Major Requirements

- ARC 114A - Architectural CAD Lab **Credits: 1**
- ARC 220 - Adv Architect CAD **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- ARC 225 - Architectural BIM I **Credits: 2**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**
- ARC 114A - Architectural CAD Lab **Credits: 1**

Spring Semester I

- ARC 112 - Constr Matls & Methods **Credits: 4**
- ARC 220 - Adv Architect CAD **Credits: 2**

- ARC 225 -Architectural BIM I **Credits: 2**
- ARC 225A -Architectural BIM I Lab **Credits: 1**

Architectural Technology, A.A.S. (A40100)

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as completing a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government. A strong emphasis on sustainable design and construction techniques is included.

General Education Requirements

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 -Art Appreciation **Credits: 3**
- ART 114 -Art History Survey I **Credits: 3**
- ART 115 -Art History Survey II **Credits: 3**
- ART 116 -Survey of American Art **Credits: 3**
- ART 117 -Non-Western Art History **Credits: 3**
- ART 131 -Drawing I **Credits: 3**
- ART 171 -Computer Art I **Credits: 3**
- ART 261 -Photography I **Credits: 3**
- ART 283 -Ceramics I **Credits: 3**
- DRA 111 -Theatre Appreciation **Credits: 3**
- DRA 122 -Oral Interpretation **Credits: 3**
- DRA 126 -Storytelling **Credits: 3**
- DRA 211 -Theatre History I **Credits: 3**
- DRA 212 -Theatre History II **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- HUM 160 -Introduction to Film **Credits: 3**
- MUS 110 -Music Appreciation **Credits: 3**
- MUS 112 -Introduction to Jazz **Credits: 3**
- MUS 113 -American Music **Credits: 3**
- MUS 210 -History of Rock Music **Credits: 3**
- MUS 211 -History of Country Music **Credits: 3**
- PHI 210 -History of Philosophy **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 220 -Western Philosophy I **Credits: 3**
- PHI 230 -Introduction to Logic **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

English Requirement

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Requirement

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Math Requirement

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ARC 112 - Constr Matls & Methods **Credits: 4**
- ARC 132 - Specifications & Contracts **Credits: 2**
- CST 241 - Planning/Estimating I **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Architectural Technology

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 113 - Residential Arch Tech **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**
- ARC 213 - Design Project **Credits: 4**
- ARC 230 - Environmental Systems **Credits: 4**

Other Major Requirements

- ARC 114A - Architectural CAD Lab **Credits: 1**
- ARC 211 - Light Constr Technology **Credits: 3**
- ARC 214 - Architectural Statics **Credits: 3**
- ARC 220 - Adv Architect CAD **Credits: 2**
- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- ARC 231 - Arch Presentations **Credits: 4**
- ARC 235 - Architectural Portfolio **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 65

Fall Semester I

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**
- ARC 114A - Architectural CAD Lab **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- ARC 112 - Constr Matls & Methods **Credits: 4**
- ARC 220 - Adv Architect CAD **Credits: 2**

- ARC 225 -Architectural BIM I **Credits: 2**
- ARC 225A -Architectural BIM I Lab **Credits: 1**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**

Summer Semester I

- ARC 230 -Environmental Systems **Credits: 4**
- ARC 231 - Arch Presentations **Credits: 4**
Communications Elective

Fall Semester II

- ARC 113 - Residential Arch Tech **Credits: 3**
- ARC 132 - Specifications & Contracts **Credits: 2**
- ARC 211 - Light Constr Technology **Credits: 3**
- SST 140 -Green Bldg & Design Concepts **Credits: 3**
Humanities/Fine Arts Elective

Spring Semester II

- ARC 213 - Design Project **Credits: 4**
- ARC 214 - Architectural Statics **Credits: 3**
- ARC 235 -Architectural Portfolio **Credits: 3**
- CST 241 -Planning/Estimating I **Credits: 3**
- Social/Behavioral Science Elective

Chemical Technology, A.A.S. (A20120)

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC, IC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques.

General Education Requirements

Required

- COM 110 -Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Natural Sciences

(Take 8 credits)

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- CTC 110 - Chemical Safety & Technology **Credits: 2**
- CTC 114 - Wet Laboratory Techniques **Credits: 5**
- CTC 115 - Quality Control Laboratory **Credits: 5**
- CTC 145 - Advanced Laboratory Methods **Credits: 6**
- CTC 150 - Standards & Solutions **Credits: 2**
- CTC 210 - Forensic Laboratory **Credits: 2**
- CTC 235 - Food Chemistry **Credits: 2**
- CTC 240 - Instru I: Spectroscopy **Credits: 6**
- CTC 250 - Instru II: Chromatography **Credits: 6**
- CTC 260 - Chemical Technology Capstone **Credits: 2**

Other Major Requirements

Required

(Take 8 credits)

- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**

Chemical Technology Electives

(Take 3 credits)

- ACA 111 - College Student Success **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- PHY 151 - College Physics I **Credits: 4**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**

Total Credits: 69

Fall Semester I

- CHM 151 - General Chemistry I **Credits: 4**
- CTC 110 - Chemical Safety & Technology **Credits: 2**
- CTC 114 - Wet Laboratory Techniques **Credits: 5**

- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- CHM 152 - General Chemistry II **Credits: 4**
- CTC 115 - Quality Control Laboratory **Credits: 5**
Chemical Technology Elective

Summer Semester I

- CTC 145 - Advanced Laboratory Methods **Credits: 6**
Humanities/Fine Arts Elective
Social/Behavioral Sciences Elective

Fall Semester II

- CHM 251 - Organic Chemistry I **Credits: 4**
- CTC 150 - Standards & Solutions **Credits: 2**
- CTC 210 - Forensic Laboratory **Credits: 2**
- CTC 240 - Instru I: Spectroscopy **Credits: 6**

Spring Semester II

- CHM 252 - Organic Chemistry II **Credits: 4**
- CTC 235 - Food Chemistry **Credits: 2**
- CTC 250 - Instru II: Chromatography **Credits: 6**
- CTC 260 - Chemical Technology Capstone **Credits: 2**

Computer-Integrated Machining Certificate (C50210)

(DAY AND EVENINGS)

Major Requirements

- MAC 111 - Machining Technology I **Credits: 6**
- MAC 112 - Machining Technology II **Credits: 6**
- MAC 121 - Intro to CNC **Credits: 2**
- MAC 122 - CNC Turning **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**

Total Credits: 18

Fall Semester I

- MAC 111 - Machining Technology I **Credits: 6**
- MAC 121 - Intro to CNC **Credits: 2**

Spring Semester I

- MAC 112 - Machining Technology II **Credits: 6**
- MAC 124 - CNC Milling **Credits: 2**

Summer Semester I

- MAC 122 - CNC Turning **Credits: 2**

Computer-Integrated Machining, A.A.S. (A50210)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**

- HUM 115 -Critical Thinking **Credits: 3**
- HUM 160 -Introduction to Film **Credits: 3**
- MUS 110 -Music Appreciation **Credits: 3**
- MUS 112 -Introduction to Jazz **Credits: 3**
- MUS 113 -American Music **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**
- REL 110 -World Religions **Credits: 3**
- REL 111 -Eastern Religions **Credits: 3**
- REL 112 -Western Religions **Credits: 3**
- REL 211 -Intro to Old Testament **Credits: 3**
- REL 212 -Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 120 -American Government **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**
- SOC 220 -Social Problems **Credits: 3**

Major Requirements

- MAC 111 -Machining Technology I **Credits: 6**
- MAC 112 -Machining Technology II **Credits: 6**
- MAC 121 -Intro to CNC **Credits: 2**
- MAC 122 -CNC Turning **Credits: 2**
- MAC 124 -CNC Milling **Credits: 2**
- MAC 131 -Blueprint Reading/Mach I **Credits: 2**

Other Major Requirements

- DFT 119 -Basic CAD **Credits: 2**
- MAC 113 -Machining Technology III **Credits: 6**
- MAC 132 -Blueprint Reading/Mach II **Credits: 2**
- MAC 152 -Adv Machining Calc **Credits: 2**
- MAC 222 -Advanced CNC Turning **Credits: 2**
- MAC 224 -Advanced CNC Milling **Credits: 2**
- MAC 233 -Appl in CNC Machining **Credits: 6**
- MAC 241 -Jigs & Fixtures I **Credits: 4**

- MAC 245 - Mold Construction I **Credits: 4**
- MAC 248 - Production Procedures **Credits: 2**
- MEC 231 - Comp-Aided Manufact I **Credits: 3**
- MEC 232 - Comp-Aided Manufact II **Credits: 3**

Total Credits: 73

Fall Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- MAC 111 - Machining Technology I **Credits: 6**
- MAC 121 - Intro to CNC **Credits: 2**
- MAC 131 - Blueprint Reading/Mach I **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAC 112 - Machining Technology II **Credits: 6**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 132 - Blueprint Reading/Mach II **Credits: 2**
- Social/Behavioral Science Elective

Summer Semester I

- DFT 119 - Basic CAD **Credits: 2**
- MAC 122 - CNC Turning **Credits: 2**
- MAC 152 - Adv Machining Calc **Credits: 2**
- MEC 231 - Comp-Aided Manufact I **Credits: 3**

Fall Semester II

- MAC 113 - Machining Technology III **Credits: 6**
- MAC 224 - Advanced CNC Milling **Credits: 2**
- MAC 241 - Jigs & Fixtures I **Credits: 4**
- MEC 232 - Comp-Aided Manufact II **Credits: 3**

Spring Semester II

- MAC 222 - Advanced CNC Turning **Credits: 2**
- MAC 233 - Appl in CNC Machining **Credits: 6**
- MAC 245 - Mold Construction I **Credits: 4**
- MAC 248 - Production Procedures **Credits: 2**
- Humanities/Fine Arts Elective

Electronics Engineering Tech, LAN Cabling Technician Certificate (C40200L)

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls,

manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Other Major Requirements (12 credits)

Required Courses (6 credits)

(Take 6 credits)

- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**

Other Required Courses (6 credits)

(Take 6 credits)

- CET 125 - Voice and Data Cabling **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- ELC 111 - Intro to Electricity **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**

Spring Semester I

- CET 125 - Voice and Data Cabling **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**

Electronics Engineering Technology Certificate (C40200)

The EET Certificate Program is designed for part-time students who want to learn the fundamentals of electricity, semiconductors, and the test equipment and troubleshooting procedures found in the field of Electronics. The certificate program can be completed in one year. Certificate students can always continue on to pursue the A.A.S. 2 year degree.

General Education Requirements

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Other Major Requirements

Required

- ELN 152 - Fabrication Techniques **Credits: 2**

Total Credits: 15

Fall Semester I

- ELC 131 - Circuit Analysis I **Credits: 4**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**

Spring Semester I

- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Technology Diploma (D40200)

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Technology

- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 132 - Analog Electronics II **Credits: 4**

Other Major Requirements

Required

- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 275 - Troubleshooting **Credits: 2**

Electives

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**

Total Credits: 37

Fall Semester I

- ATR 112 - Intro to Automation **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 152 - Fabrication Techniques **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**
- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**

Summer Semester I

- ELN 132 - Analog Electronics II **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Technology, A.A.S. (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**

- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Technical Core (Take 12 credits)

- ELC 131 - Circuit Analysis I **Credits: 4**

- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Tech (Take 15 credits)

- ELC 128 - Intro to PLC **Credits: 3**
- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 132 - Analog Electronics II **Credits: 4**
- ELN 234 - Communication Systems **Credits: 4**

Other Major Requirements

Required (Take 21 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 231 - Industrial Controls **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**
- PHY 131 - Physics-Mechanics **Credits: 4**

Electronics Engineering Technology Electives

(Take 3 credits)

- ATR 112 - Intro to Automation **Credits: 3**
- CET 125 - Voice and Data Cabling **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 66

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 152 - Fabrication Techniques **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Summer Semester I

- ELN 132 - Analog Electronics II **Credits: 4**
- ELN 231 - Industrial Controls **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**

Fall Semester II

- ELC 128 - Intro to PLC **Credits: 3**
- ELN 234 - Communication Systems **Credits: 4**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Spring Semester II

- COM 110 - Introduction to Communication **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**
- Electronics Engineering Technology Elective

Electronics Engineering Technology, Industrial Controls Certificate (C40200C)

Major Requirements (14 credits)

Electronics Engineering Technology

- ELC 128 - Intro to PLC **Credits: 3**

Required Courses

- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 231 - Industrial Controls **Credits: 3**

Other Required Courses (6 credits)

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Total Credits: 14

Fall Semester I

- ELC 111 - Intro to Electricity **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 3**

Spring Semester I

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 128 - Intro to PLC **Credits: 3**

Summer Semester

- ELN 231 - Industrial Controls **Credits: 3**

Interior Design, A.A.S. (A30220)

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and General Education Requirements.

Graduates should qualify for a variety of jobs including residential and commercial interior design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

General Education Requirements

- ART 111 - Art Appreciation **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- DES 110 - Architectural Graphics **Credits: 2**
- DES 120 - CAD for Interior Design **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 230 - Residential Design I **Credits: 3**
- DES 235 - Products **Credits: 3**
- DES 240 - Commercial/Contract Design I **Credits: 3**
- DES 256 - History of Interiors & Furn II **Credits: 3**

Other Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- DES 111 - Creative Problem Solving **Credits: 2**
- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 225 - Textiles for Interiors **Credits: 3**
- DES 241 - Comm/Contract Design II **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- DES 285 - Capstone/Interior Design **Credits: 4**

Interior Design Electives

(Take 3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- DES 130 - Digital App/Interior Design **Credits: 3**
- DES 238 - Sustainable Interiors **Credits: 3**
- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**
- DES 255 - History of Interiors & Furn I **Credits: 3**
- DES 260 - Materials Calc/Int Design **Credits: 3**

Other Requirements

- WBL 111D - Work-Based Learning I **Credits: 1**

Total Credits: 74

Fall Semester I

- ART 111 - Art Appreciation **Credits: 3**
- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 235 - Products **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 120 - CAD for Interior Design **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- Interior Design Elective

Summer Semester I

- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**

Fall Semester II

- BUS 110 - Introduction to Business **Credits: 3**
- DES 111 - Creative Problem Solving **Credits: 2**
- DES 225 - Textiles for Interiors **Credits: 3**
- DES 230 - Residential Design I **Credits: 3**
- DES 240 - Commercial/Contract Design I **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Spring Semester II

- DES 241 - Comm/Contract Design II **Credits: 3**
- DES 256 - History of Interiors & Furn II **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- DES 285 - Capstone/Interior Design **Credits: 4**
- WBL 111D - Work-Based Learning I **Credits: 1**
- Social/Behavioral Science Elective

Interior Design, Kitchen and Bath Design Diploma (D30220)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 235 - Products **Credits: 3**

Other Major Requirements

Required

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**

Interior Design Electives

- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**

Other Requirements

- WBL 111 - Work Based Learning I **Credits: 1**

Total Credits: 38

Fall Semester I

- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 235 - Products **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**
- WBL 111 - Work Based Learning I **Credits: 1**

Mechanical Engineering Technology Certificate (C40320C)

Major Requirements

Two-Dimensional Drawing

- DFT 151 - CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 - Intro Solid Modeling **Credits: 3**

Other Major Requirements

- EGR 110 - Intro to Engineering Tech **Credits: 2**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 145 - Mfg Materials I **Credits: 3**

Total Credits: 14

Fall Semester I

- DFT 151 - CAD I **Credits: 3**
- EGR 110 - Intro to Engineering Tech **Credits: 2**

Spring Semester I

- DFT 154 - Intro Solid Modeling **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 145 - Mfg Materials I **Credits: 3**

Mechanical Engineering Technology Diploma (D40320)

General Education Requirements

- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Two-Dimensional Drawing

- DFT 151 - CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 - Intro Solid Modeling **Credits: 3**

Manufacturing

- MEC 145 - Mfg Materials I **Credits: 3**

Physics

- PHY 131 - Physics-Mechanics **Credits: 4**

Other Major Requirements

- DFT 254 - Intermed Solid Model/Render **Credits: 3**
- EGR 110 - Intro to Engineering Tech **Credits: 2**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- TDP 110 - Introduction to 3D Printing **Credits: 3**

Total Credits: 39

Fall Semester I

- DFT 151 -CAD I **Credits: 3**
- EGR 110 -Intro to Engineering Tech **Credits: 2**
- ENG 111 -Writing and Inquiry **Credits: 3**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**
- MEC 111 -Machine Processes I **Credits: 3**

Spring Semester I

- COM 120 -Intro Interpersonal Com **Credits: 3**
- DFT 154 -Intro Solid Modeling **Credits: 3**
- ELC 111 -Intro to Electricity **Credits: 3**
- MEC 145 -Mfg Materials I **Credits: 3**
- PHY 131 -Physics-Mechanics **Credits: 4**

Summer Semester I

- DFT 254 -Intermed Solid Model/Render **Credits: 3**
- MEC 130 -Mechanisms **Credits: 3**
- TDP 110 -Introduction to 3D Printing **Credits: 3**

Mechanical Engineering Technology, A.A.S. (A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQ, SME, and NICET.

General Education Requirements

- ENG 111 -Writing and Inquiry **Credits: 3**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

Engineering Fundamentals

- EGR 251 - Statics **Credits: 3**
- EGR 252 - Strength of Materials **Credits: 3**

Two-Dimensional Drawing

- DFT 151 -CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 -Intro Solid Modeling **Credits: 3**

Fluid Mechanics

- HYD 110 -Hydraulics/Pneumatics I **Credits: 3**

Manufacturing

- MEC 145-Mfg Materials I **Credits: 3**

Physics

- PHY 131 -Physics-Mechanics **Credits: 4**

Other Major Requirements

- ATR 112 -Intro to Automation **Credits: 3**
- DDF 211 -Design Process I **Credits: 4**
- DDF 212 -Design Process II **Credits: 4**
- DFT 231 -Jig & Fixture Design **Credits: 2**
- DFT 254 -Intermed Solid Model/Render **Credits: 3**
- EGR 110 -Intro to Engineering Tech **Credits: 2**
- ELC 111 -Intro to Electricity **Credits: 3**
- MEC 111 -Machine Processes I **Credits: 3**
- MEC 130 -Mechanisms **Credits: 3**
- TDP 110 -Introduction to 3D Printing **Credits: 3**

Mechanical Engineering Electives

(Take at least 4 credits)

- ATR 112 -Intro to Automation **Credits: 3**
- CIS 110 -Introduction to Computers **Credits: 3**
- ELC 113 -Residential Wiring **Credits: 4**
- ISC 112 -Industrial Safety **Credits: 2**
- WLD 112 -Basic Welding Processes **Credits: 2**
- TDP 140 -Precision 3D Printing **Credits: 3**

Total Credits: 72

Fall Semester I

- EGR 110 - Intro to Engineering Tech **Credits: 3**
- DFT 151 - CAD I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**

Spring Semester I

- COM 120 - Intro Interpersonal Com **Credits: 3**
- DFT 154 - Intro Solid Modeling **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 145 - Mfg Materials I **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**

Summer Semester I

- DFT 254 - Intermed Solid Model/Render **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- TDP 110 - Introduction to 3D Printing **Credits: 3**
- Humanities/FA Elective (3 Credits)

Fall Semester II

- ATR 112 - Intro to Automation **Credits: 3**
- DDF 211 - Design Process I **Credits: 4**
- EGR 251 - Statics **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Spring Semester II

- DDF 212 - Design Process II **Credits: 4**
- DFT 231 - Jig & Fixture Design **Credits: 3**
- EGR 252 - Strength of Materials **Credits: 3**
- Mechanical Engineering Elective (3 Credits)
- Social/Behavioral Science Elective (3 Credits)

Nuclear Technology, A.A.S. (A50460)

The Nuclear Technology curriculum prepares individuals to become qualified reactor field technicians who are employed by licensed nuclear reactor facilities.

Course work includes theory and application related to industrial and engineering technology disciplines including nuclear reactor theory, reactor systems, industrial and nuclear safety, instrumentation, electrical generation, automation and robotics, and may include quality control, welding, and various metallurgical inspection procedures.

Upon completion, graduates should qualify as entry-level nuclear reactor technicians and have academic preparations to advance into other industrial or engineering technician positions within the commercial nuclear power industry.

General Education Requirements (15 credits)

English (6 credits)

Take:

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take:

- HUM 115 - Critical Thinking **Credits: 3**

Natural Sciences/Math (3 credits)

Take:

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- ECO 151 - Survey of Economics **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements (30 credits)

Required (27 credits)

Take:

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 130 - Intro to Quality Control **Credits: 3**
- NUC 110 - Nuclear Reactor Systems **Credits: 3**
- NUC 120 - Nuclear Reactor Theory **Credits: 4**
- NUC 130 - Applied NDE-Nuclear **Credits: 2**
- PHY 131 - Physics-Mechanics **Credits: 4**
- PHY 132 - Physics-Elec & Magnetism **Credits: 4**

- WLD 112 - Basic Welding Processes **Credits: 2**
- WLD 143 - Welding Metallurgy **Credits: 2**

Computers (3 credits)

Take:

- CIS 110 - Introduction to Computers **Credits: 3**

Other Major Requirements (19 credits)

Required Courses (13 credits)

Take:

- ELC 131 - Circuit Analysis I **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**
- ISC 121 - Envir Health & Safety **Credits: 3**
- MAT 122 - Algebra/Trigonometry II **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Other Required (6 credits)

Take 6 credits:

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 213 - Instrumentation **Credits: 4**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**

Engineering (3 credits)

Take:

- EGR 115 - Intro to Technology **Credits: 3**

Total Credits: 67

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- EGR 115 - Intro to Technology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- NUC 110 - Nuclear Reactor Systems **Credits: 3**

Spring Semester I

- ELC 131 -Circuit Analysis I **Credits: 4**
- ISC 121 -Envir Health & Safety **Credits: 3**
- MAT 122 -Algebra/Trigonometry II **Credits: 3**
- NUC 120 -Nuclear Reactor Theory **Credits: 4**
Nuclear Technology Elective

Summer I

- PHY 131 - Physics-Mechanics **Credits: 4**
- WLD 112 -Basic Welding Processes **Credits: 2**
Nuclear Technology Elective
Social/Behavioral Science Elective

Fall Semester II

- ENG 114 -Prof Research & Reporting **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- PHY 132 - Physics-Elec & Magnetism **Credits: 4**
- HYD 110 -Hydraulics/Pneumatics I **Credits: 3**

Spring Semester II

- WBL 111N - Work-Based Learning I Nuc Tech **Credits: 1**

Summer II

- ISC 130 -Intro to Quality Control **Credits: 3**
- NUC 130 -Applied NDE-Nuclear **Credits: 2**
- WLD 143 -Welding Metallurgy **Credits: 2**

Note:

Actual course sequence may vary from that stated above depending upon prior college credits. Contact the Lead Instructor regarding individual schedule and course selections.

This program includes a cooperative work experience course at a nuclear power plant that requires students to meet Federal regulations for fitness for duty and access authorization. Prior to registering for WBL 111N, students must complete a process that supports the security criteria for their assigned nuclear plant that includes a background check, drug screen, and psychological assessment. The college has agreements with the service providers of this process and students will be charged a fee that totals about \$150. Please contact the Lead Instructor, Nuclear Technology for further details.

Marine Technology Department

Technical & Vocational Program

Boat Building (Wooden) Certificate (C35120)

(EVENINGS)

Major Requirements

- BTB 101A - Boat Bldg I (part 1) **Credits: 5**
- BTB 101B - Boat Bldg I (part 2) **Credits: 5**
- DFT 100 - Marine Drafting **Credits: 2**

Total Credits: 12

Fall Semester I

- BTB 101A - Boat Bldg I (part 1) **Credits: 5**
- DFT 100 - Marine Drafting **Credits: 2**

Spring Semester I

- BTB 101B - Boat Bldg I (part 2) **Credits: 5**

Boat Building (Wooden) Diploma (D35120)

The Boat Building curriculum prepares individuals for employment in the boat building and boat repair industry. Today's boat builders are highly skilled craftspeople who can create complex shapes out of wood.

Course work includes reading boat plans, lofting, setting up the building jig, fashioning the structural timbers, and different planking techniques. Interior joinery, exterior joinery, and yacht rigging is also covered.

Graduates may find work with yacht manufacturers, high end furniture shops, architectural millwork shops, and companies installing built in furniture in homes. Other opportunities can be found in boat maintenance and repair yards.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- BTB 101 - Boat Building I **Credits: 10**
- BTB 102 - Boat Building II **Credits: 9**
- BTB 103 - Yacht Joiner Practices I **Credits: 4**
- BTB 104 - Yacht Joiner Practices II **Credits: 3**
- BTB 105 - Yacht Repair/Renovation **Credits: 5**

- BTB 109 - Yacht Rigging **Credits: 2**
- DFT 100 - Marine Drafting **Credits: 2**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 43

Fall Semester I

- BTB 101 - Boat Building I **Credits: 10**
- CIS 111 - Basic PC Literacy **Credits: 2**
- DFT 100 - Marine Drafting **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- BTB 102 - Boat Building II **Credits: 9**
- BTB 103 - Yacht Joiner Practices I **Credits: 4**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- BTB 104 - Yacht Joiner Practices II **Credits: 3**
- BTB 105 - Yacht Repair/Renovation **Credits: 5**
- BTB 109 - Yacht Rigging **Credits: 2**

Boat Manufacture and Service Diploma (D60330)

The Boat Manufacture and Service Technology program prepares students for employment in the manufacture and service of boats. Students learn the basics of boat design and the implementation of those designs in various components and/or complete boats or yachts.

Course work includes reading and interpreting marine blueprints, manuals, and other documents common to the industry; lofting; constructing forms and mold-making; application of concepts and techniques in composite, and fiberglass; marine woodworking; interior finishing; and marine mechanical, electrical, and plumbing systems.

Graduates may find employment with boat/yacht manufacturers, service yards, dealerships doing commissioning work, and companies doing custom boat building.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BTB 110 - Fiberglass Boat Bldg I **Credits: 5**
- BTB 111 - Fiberglass Boat Bldg II **Credits: 5**
- BTB 112 - Fiberglass Boat Repairs **Credits: 3**

Marine Services

- BTB 106 - Engine Install/Systems **Credits: 5**
- BTB 107 - Boat Electrical Systems **Credits: 5**
- BTB 108 - Boat Plumbing Systems **Credits: 4**

Other Major Requirements

- BMS 117 - Marine Spray Finishing **Credits: 2**
- BTB 115 - Hull and Joinerwork Prep **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 40

Fall Semester I

- BTB 107 - Boat Electrical Systems **Credits: 5**
- BTB 108 - Boat Plumbing Systems **Credits: 4**
- BTB 115 - Hull and Joinerwork Prep **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- BMS 117 - Marine Spray Finishing **Credits: 2**
- BTB 106 - Engine Install/Systems **Credits: 5**
- BTB 110 - Fiberglass Boat Bldg I **Credits: 5**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- BTB 111 - Fiberglass Boat Bldg II **Credits: 5**
- BTB 112 - Fiberglass Boat Repairs **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Marine Technology, A.A.S. (A15320)

Marine Technology students are required, for completion of their degree, to complete 5 separate training cruises. During these cruises students should not be excused from assignments and tests but are required to arrange makeups with faculty well in advance of departure. If the faculty maintains a graded attendance policy, cruises should be treated as an excused absence and not be punitive.

These curricula prepare individuals for a variety of marine-related occupations such as marine conservation, water analysis, marine scientific research support and commercial fishing. Individuals will be prepared as naturalists within the ecotourism industry and be trained in observational and measurement techniques aboard a variety of vessels including ocean-going research vessels. Course work includes a unique blend of traditional and contemporary vocational, technical, and scientific marine education. Course work specific for Marine Sciences includes instruction in biological sciences, environmental sciences, and marine sciences. Field and laboratory experiences prepare students to identify, observe, and collect scientific data associated with the fauna and flora found in the rivers, estuaries, sounds, and ocean. Course work in Marine Technologies includes instruction in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment. Graduates are prepared for employment opportunities with aquariums, fisheries, corps of engineers, marine patrol, ecotourism companies, commercial fishing industries, entry-level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Marine Technology: A program that provides the practical and academic skills essential for success in marine scientific support. Training in the operation and maintenance of seismic and hydrographic instrumentation including: side scan sonar, multibeam echo sounders, and sub-bottom profilers is provided in the classroom and underway at sea. Additional course work includes: classic and digital navigation techniques, practical applications of boat handling, seamanship, marlin spike seamanship, and safety at sea. Instruction applicable to fisheries science and environmental assessment is provided.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**

- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- MSC 110 - Training Cruise I **Credits: 1**
- MSC 112 - Training Cruise II **Credits: 1**
- MSC 114 - Training Cruise III **Credits: 1**
- MSC 122 - Boat Handling/Seamanship **Credits: 3**
- MSC 124 - Industrial Skills **Credits: 3**
- MSC 126 - Marine Engines **Credits: 2**
- MSC 132 - Fishing Gear Tech I **Credits: 3**
- MSC 134 - Fishing Gear Tech II **Credits: 2**
- MSC 150 - Marine Navigation **Credits: 3**
- MSC 152 - Marine Instrumentation **Credits: 2**
- MSC 160 - Oceanography **Credits: 4**
- MSC 172 - Marine Biology **Credits: 3**
- MSC 174 - Marine Invertebrate Zoo **Credits: 4**
- MSC 180 - Water Analysis **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Other Major Requirements

- ELN 114 - Marine Electronics **Credits: 2**
- MSC 120 - Marine Software & Data Ntwks **Credits: 2**
- MSC 210 - Marine Envir Samp&Analysis **Credits: 2**
- MSC 216 - Training Cruise IV **Credits: 1**
- MSC 218 - Training Cruise V **Credits: 1**
- MSC 220 - Marine GIS **Credits: 3**
- MSC 254 - Marine Data Processing **Credits: 2**
- MSC 256 - Cartogr/Hydro Surveying **Credits: 2**

Total Credits: 69

Fall Semester I

- MSC 110 - Training Cruise I **Credits: 1**
- MSC 120 - Marine Software & Data Ntwks **Credits: 2**
- MSC 122 - Boat Handling/Seamanship **Credits: 3**
- MSC 132 - Fishing Gear Tech I **Credits: 3**
- MSC 172 - Marine Biology **Credits: 3**

Spring Semester I

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MSC 112 - Training Cruise II **Credits: 1**
- MSC 124 - Industrial Skills **Credits: 3**
- MSC 150 - Marine Navigation **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MSC 114 - Training Cruise III **Credits: 1**
- MSC 126 - Marine Engines **Credits: 2**
- MSC 134 - Fishing Gear Tech II **Credits: 2**
- MSC 152 - Marine Instrumentation **Credits: 2**

Fall Semester II

- MSC 160 - Oceanography **Credits: 4**
- MSC 174 - Marine Invertebrate Zoo **Credits: 4**
- MSC 210 - Marine Envir Samp&Analysis **Credits: 2**
- MSC 216 - Training Cruise IV **Credits: 1**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Spring Semester II

- ELN 114 - Marine Electronics **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MSC 180 - Water Analysis **Credits: 3**
- MSC 218 - Training Cruise V **Credits: 1**
- MSC 220 - Marine GIS **Credits: 3**
- MSC 254 - Marine Data Processing **Credits: 2**
- MSC 256 - Cartogr/Hydro Surveying **Credits: 2**

Note:

As a student participating on training cruises in the Marine Technology program at Cape Fear Community College, all students must have a licensed physician complete a physical in addition to passing a drug screen (documentation is available in the MT department office). This exam and test will be conducted at the student's expense.

The physical will be valid for the two years that the student is enrolled in the program. After this time period the student will be required to complete another physical if the training cruises are not completed.

If a student demonstrates behavior causing concern as to alcohol or drug use they will be required to submit to an immediate drug screening at his/her expense. Failure to comply or evidence of drug or alcohol in a screening test will result in revocation of training cruise participation for 1 year. After this time, the student must submit a clean drug test for consideration.

Public Service Department

Technical & Vocational Program

Baking and Pastry Arts, A.A.S. (A55130)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing. Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BPA 150 - Artisan & Specialty Bread **Credits: 4**
- BPA 210 - Cake Design & Decorating **Credits: 3**
- BPA 250 - Dessert/Bread Production **Credits: 5**
- BPA 260 - Pastry & Baking Marketing **Credits: 3**
- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 160 - Baking I **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Work-Based Learning Electives

(Take 2 credits)

- WBL 111Y - Work-Based Learning I **Credits: 1**
- WBL 112Y - Work-Based Learning I **Credits: 2**
- WBL 121Y - Work-Based Learning II **Credits: 1**

Other Major Requirements

(Take 27 credits)

- BPA 120 - Petit Fours & Pastries **Credits: 3**
- BPA 130 - European Cakes and Tortes **Credits: 3**
- BPA 165 - Hot and Cold Desserts **Credits: 3**
- BPA 220 - Confection Artistry **Credits: 4**
- BPA 230 - Chocolate Artistry **Credits: 3**
- BPA 230A - Chocolate Artistry Lab **Credits: 1**
- BPA 240 - Plated Desserts **Credits: 3**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 260 - Baking II **Credits: 3**
- WBL 115Y - Work-Based Learning Seminar **Credits: 1**

Other Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 67

Fall Semester I

- BPA 120 - Petit Fours & Pastries **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 160 - Baking I **Credits: 3**
- CUL 260 - Baking II **Credits: 3**

Spring Semester I

- BPA 150 - Artisan & Specialty Bread **Credits: 4**
- BPA 165 - Hot and Cold Desserts **Credits: 3**
- BPA 210 - Cake Design & Decorating **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- WBL 121Y - Work-Based Learning II **Credits: 1 ***
- Humanities/Fine Arts Elective
- Social/Behav Science Elective
- Work-Based Learn Elective

Fall Semester II

- BPA 130 - European Cakes and Tortes **Credits: 3**
- BPA 220 - Confection Artistry **Credits: 4**
- BPA 240 - Plated Desserts **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**
- WBL 121Y - Work-Based Learning II Baking **Credits: 1**

Spring Semester II

- BPA 230 - Chocolate Artistry **Credits: 3 and**
- BPA 230A - Chocolate Artistry Lab **Credits: 1**
- BPA 250 - Dessert/Bread Production **Credits: 5**
- BPA 260 - Pastry & Baking Marketing **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Note:

*Students may take WBL 112Y (320 hrs) in lieu of taking WBL 111Y (160 hrs) and WBL 121Y (160 hrs).

Basic Law Enforcement Training Certificate (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes state commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal investigation, juvenile laws, civil process, law enforcement

driver training, ABC laws, motor vehicle laws, patrol techniques, court procedures, emergency responses, and ethics and community relations.

Students must successfully complete and pass all units of study to receive a certificate. Upon successful passage of the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission, students may seek job opportunities with state, county, and municipal governments, or with private enterprise in North Carolina.

Students who successfully complete the BLET Program can receive credit for CJC 120, CJC131 and CJC 221.

CJC 100 - Law Enforcement Training

Prerequisite: Approval of the BLET Director; Copy of reading placement test results, taken less than one year prior to the class starting date with a score indicating placement into course DRE 98 or above at a North Carolina Community College. A certified copy of High School transcript, GED, or Adult High School diploma is required. (Diplomas earned through correspondence enrollment are not recognized toward the educational requirements by North Carolina Training and Standards.)

The following items are also required for admission to the BLET program:

- Must be at least 20 years of age
- Must have a valid North Carolina driver's license
- Must submit a Medical Examination Form completed by a North Carolina licensed physician
- Must provide a Certified Criminal History Check report
- Must be a citizen of the United States
- A sponsorship letter is recommended

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 640 hours of instruction in the following topic areas:

Course Orientation	6
Physical Fitness Training	54
Ethics for Professional Law Enforcement	4
Arrest, Search & Seizure/Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures and Information Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	16

Subject Control/Arrest Techniques	40
Juvenile Laws & Procedures	8
Fingerprinting & Photographing Arrestees	6
Responding to Victims & the Public	10
Firearms	48
Criminal Investigation	34
ABC Laws and Procedures	4
Motor Vehicle Law	20
Law Enforcement Driver Training	42
Crime Prevention Techniques	6
First Responder	32
Domestic Violence Response	12
Controlled Substances	12
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	8
Traffic Crash Investigation	20
Explosives & Hazardous Material Emergencies	12
Individuals with Mental Illness or Developmental Disabilities	24
Crowd Management	12
Preparing for & Testifying In Court	14
Patrol Techniques	28
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	24

Testing	16
Anti-Terrorism	4
Rapid Deployment	8
Human Trafficking	2
TOTAL HOURS:	640

Total Hours: 640

Total Credits: 20

Community Spanish Interpreter, A.A.S. (A55370)

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**

- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 132 - Introduction to Drama **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Math/Natural Science Electives

(Take 3-4 credits)

- BIO 110 - Principles of Biology **Credits: 4**
- CHM 131 - Introduction to Chemistry **Credits: 3 and**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 -General Anthropology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 120 -American Government **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**
- SOC 220 -Social Problems **Credits: 3**

Major Requirements

- SPA 111 -Elementary Spanish I **Credits: 3 and**
- SPA 181 -Spanish Lab 1 **Credits: 1**

- SPA 112 -Elementary Spanish II **Credits: 3 and**
- SPA 182 -Spanish Lab 2 **Credits: 1**

- SPA 120 -Spanish for the Workplace **Credits: 3**
- SPA 141 -Culture and Civilization **Credits: 3**
- SPA 161 -Cultural Immersion **Credits: 3**

- SPA 211 -Intermediate Spanish I **Credits: 3 and**
- SPA 281 -Spanish Lab 3 **Credits: 1**

- SPA 212 -Intermediate Spanish II **Credits: 3 and**
- SPA 282 -Spanish Lab 4 **Credits: 1**

- SPA 215 -Spanish Phonetics/Structure **Credits: 3**
- SPA 221 -Spanish Conversation **Credits: 3**
- SPA 231 -Reading and Composition **Credits: 3**
- SPI 113 -Intro. to Spanish Inter. **Credits: 3**
- SPI 114 -Ana.Skills Spanish Inter. **Credits: 3**
- SPI 213 -Review of Grammar **Credits: 3**
- SPI 214 -Intro. to Translation **Credits: 3**
- WBL 111I -Work-Based Learning I **Credits: 1**
- WBL 115I -Work-Based Learning Seminar I **Credits: 1**

Other Major Requirements

(Take 1 of 2 Groups)

Group 1

- CIS 111 - Basic PC Literacy **Credits: 2**
- SPI 241 - Legal Interpreting I **Credits: 3**
- SPI 245 - Community Interpreting I **Credits: 3**

Group 2

- CIS 111 - Basic PC Literacy **Credits: 2**
- SPI 243 - Medical Interpreting I **Credits: 3**
- SPI 245 - Community Interpreting I **Credits: 3**

Other Major Requirements

- SPI 221 - Consecutive Interp I **Credits: 3**

Total Credits: 74

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3 and**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- Math/Natural Science Elective

Spring Semester I

- ENG 114 - Prof Research & Reporting **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3 and**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPA 141 - Culture and Civilization **Credits: 3**
- Social/Behavioral Science Elective

Summer Semester I

- SPA 211 - Intermediate Spanish I **Credits: 3 and**
- SPA 281 - Spanish Lab 3 **Credits: 1**
- SPA 215 - Spanish Phonetics/Structure **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**

Fall Semester II

- SPA 161 -Cultural Immersion **Credits: 3**
- SPA 212 -Intermediate Spanish II **Credits: 3 and**
- SPA 282 -Spanish Lab 4 **Credits: 1**
- SPI 113 -Intro. to Spanish Inter. **Credits: 3**
- SPI 213 -Review of Grammar **Credits: 3**
- SPI 114 -Ana.Skills Spanish Inter. **Credits: 3**

Spring Semester II

- SPA 120 -Spanish for the Workplace **Credits: 3**
- SPA 231 -Reading and Composition **Credits: 3**
- SPI 214 -Intro. to Translation **Credits: 3**

Summer Semester II

- SPI 221 -Consecutive Interp I **Credits: 3**
- SPI 243 -Medical Interpreting I **Credits: 3 or**
- SPI 241 -Legal Interpreting I **Credits: 3**
- WBL 111I -Work-Based Learning I **Credits: 1**
- WBL 115I -Work-Based Learning Seminar I **Credits: 1**
- Humanities/Fine Arts Elective

Cosmetology Certificate (C55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

****Successful completion of this certificate program will give the student 1,200 hours of cosmetology training and allow the student to sit for the North Carolina State Board of Cosmetic Arts Apprenticeship License Examination. Passing the North Carolina written and practical exam will qualify the student to pay for and receive an apprenticeship license. The student must then complete a 1,040 hour mentorship with a licensed cosmetologist in order to earn a full cosmetology license.**

Major Requirements

Required

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 4**
- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**

Other Major Requirements

(Take 2 credits)

- COS 223 -Contemp Hair Coloring **Credits: 2**
- COS 224 -Trichology & Chemistry **Credits: 2**
- COS 240 -Contemporary Design **Credits: 2**
- COS 260 -Design Applications **Credits: 2**

Total Credits: 34

Fall Semester I

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 4**

Spring Semester I

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 4**
- Cosmetology Elective

Summer Semester I

- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**

Cosmetology Diploma (D55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

General Education Requirements

Required

- ENG 101 - Applied Communications I **Credits: 3**
- ENG 102 - Applied Communications II **Credits: 3**

Major Requirements

Required

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Electives

(Take 1 of 2 Groups)

Group 1

- COS 117 - Cosmetology Concepts IV **Credits: 2**
- COS 118 - Salon IV **Credits: 7**

Group 2

- COS 223 - Contemp Hair Coloring **Credits: 2**
- COS 224 - Trichology & Chemistry **Credits: 2**
- COS 240 - Contemporary Design **Credits: 2**
- COS 260 - Design Applications **Credits: 2**

Total Credits: 46/47

Semester I

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**
- ENG 101 -Applied Communications I **Credits: 3**

Semester II

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 8**
- ENG 102 -Applied Communications II **Credits: 3**

Semester III

- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**

Semester IV

Group 1 (preferred)

- COS 117 -Cosmetology Concepts IV **Credits: 2**
- COS 118 -Salon IV **Credits: 7**

Or

Group 2

- COS 223 -Contemp Hair Coloring **Credits: 2**
- COS 224 -Trichology & Chemistry **Credits: 2**
- COS 240 -Contemporary Design **Credits: 2**
- COS 260 -Design Applications **Credits: 2**

Cosmetology, A.A.S. (A55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Sciences Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

COS

- COS 117 -Cosmetology Concepts IV **Credits: 2**

Other Major Requirements

- COS 118 -Salon IV **Credits: 7**
- COS 223 -Contemp Hair Coloring **Credits: 2**
- COS 224 -Trichology & Chemistry **Credits: 2**
- COS 240 -Contemporary Design **Credits: 2**
- COS 260 -Design Applications **Credits: 2**

Other Requirements

- CIS 111 -Basic PC Literacy **Credits: 2**

Total Credits: 66

Fall Semester I

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**

Spring Semester I

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 8**

Summer Semester I

- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**
- COS 224 -Trichology & Chemistry **Credits: 2**
- MAT 110 -Math Measurement & Literacy **Credits: 3**

Fall Semester II

- COM 110 -Introduction to Communication **Credits: 3 or**
- COM 231 -Public Speaking **Credits: 3**
- COS 117 -Cosmetology Concepts IV **Credits: 2**
- COS 118 -Salon IV **Credits: 7**
- Social/Behavioral Sciences Elective

Spring Semester II

- COS 223 - Contemp Hair Coloring **Credits: 2**
- COS 240 - Contemporary Design **Credits: 2**
- COS 260 - Design Applications **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Humanities/Fine Arts Elective

Cosmetology, Cosmetology Instructor Certificate (C55160)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

To enter program, student must be a licensed cosmetologist.

Major Requirements

- COS 271 - Instructor Concepts I **Credits: 5**
- COS 272 - Instructor Practicum I **Credits: 7**
- COS 273 - Instructor Concepts II **Credits: 5**
- COS 274 - Instructor Practicum II **Credits: 7**

Total Credits: 24

Because the State mandates a minimum number of contact hours for State Certification, this class may exceed the limits for a standard certificate class.

Fall Semester I

- COS 271 - Instructor Concepts I **Credits: 5**
- COS 272 - Instructor Practicum I **Credits: 7**

Spring Semester I

- COS 273 - Instructor Concepts II **Credits: 5**
- COS 274 - Instructor Practicum II **Credits: 7**

Criminal Justice Technology Certificate (C55180)

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Other Major Requirements

Required

- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Total Credits: 13

Fall Semester I

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**

Spring Semester I

- CJC 141 - Corrections **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Criminal Justice Technology, A.A.S. (A55180)

The Criminal Justice Technology curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of law enforcement services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, students are given instruction in topic areas where they will become exposed to and need knowledge of in order to become entry level professionals within the criminal justice community such as, but not limited to areas of study such as the correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems cyber security, private investigations and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail physical, cyber, and private security.

General Education Requirements

Communications Electives

(Take 1 of 2 Groups)

Group 1

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Group 2

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Math/Science

- MAT 143 - Quantitative Literacy **Credits: 3**

Social Behavioral Sciences

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**

- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 112 - Criminology **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CJC 212 - Ethics & Comm Relations **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- CJC 231 - Constitutional Law **Credits: 3**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Required Language Course

(Take 1 of 2 Groups)

Group 1

- ASL 111 - Elementary ASL **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**

Group 2

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Criminal Justice Technology Electives

(Take 6 credits)

- BUS 253 - Leadership and Mgt Skills **Credits: 3**

- CJC 120 -Interviews/Interrogations **Credits: 2**
- CJC 122 -Community Policing **Credits: 3**
- CJC 160 -Terrorism: Underlying Issu **Credits: 3**
- CJC 213 -Substance Abuse **Credits: 3**
- CJC 214 -Victimology **Credits: 3**
- CJC 222 -Criminalistics **Credits: 3**
- CJC 225 -Crisis Intervention **Credits: 3**
- CJC 240 -Law Enfor Mgt. & Supervis **Credits: 3**
- WBL 111J -Work-Based Learning I **Credits: 1**
- WBL 115J -Work-Based Learning Seminar I **Credits: 1**

Other Required

(Take 4 credits)

- BIO 110 -Principles of Biology **Credits: 4**
- BIO 111 -General Biology I **Credits: 4**

Total Credits: 66

Fall Semester I

- CJC 111 -Intro to Criminal Justice **Credits: 3**
- CJC 131 -Criminal Law **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**
- Required Language Elective

Spring Semester I

- BIO 110 -Principles of Biology **Credits: 4 or**
- BIO 111 -General Biology I **Credits: 4**
- CIS 110 -Introduction to Computers **Credits: 3**
- CJC 112 -Criminology **Credits: 3**
- CJC 113 -Juvenile Justice **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- CJC 121 -Law Enforcement Operations **Credits: 3**
- CJC 141 -Corrections **Credits: 3**
- CJC 231 -Constitutional Law **Credits: 3**
- Criminal Justice Elective

Fall Semester II

- COM 231 - Public Speaking **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Spring Semester I

- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Criminal Justice Tech Elective
- CJC 212 - Ethics & Comm Relations **Credits: 3**

Criminal Justice Technology, Industrial Security Certificate (C5518oS)

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Other Major Requirements

Electives

- CJC 214 - Victimology **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**

Total Credits: 13

Fall Semester I

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**

Spring Semester I

- CJC 214 - Victimology **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Criminal Justice Technology, Leadership Certificate (C5518oL)

General Education Requirements

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts Electives

- HUM 115 - Critical Thinking **Credits: 3**

Major Requirements

- CJC 212 - Ethics & Comm Relations **Credits: 3**

Other Major Requirements

Criminal Justice Technology Electives

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**
- CJC 240 - Law Enfor Mgt. & Supervis **Credits: 3**

Total Credits: 18

Fall Semester I

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

Spring Semester I

- CJC 212 - Ethics & Comm Relations **Credits: 3**
- CJC 240 - Law Enfor Mgt. & Supervis **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Culinary Arts Diploma (D55150)

Students are responsible for purchasing their own uniforms and knife kit.

General Education Requirements

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**
- CUL 170 - Garde Manger I **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- NUT 110 - Nutrition **Credits: 3**

Other Major Requirements

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 130 - Menu Design **Credits: 2**
- CUL 230 - Global Cuisines **Credits: 5**

- CUL 240 - Culinary Skills II **Credits: 5**

Electives

(Take 1 of 2 Groups)

Group 1

- CUL 120 - Purchasing **Credits: 2**
- CUL 120A - Purchasing Lab **Credits: 1**

Group 2

- HRM 260 - Procurement for Hosp **Credits: 3**

Total Credits: 41

Fall Semester I

- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 120 - Purchasing **Credits: 2 and**
- CUL 120A - Purchasing Lab **Credits: 1**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**

Spring Semester I

- CUL 130 - Menu Design **Credits: 2**
- CUL 170 - Garde Manger I **Credits: 3**
- CUL 230 - Global Cuisines **Credits: 5**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- NUT 110 - Nutrition **Credits: 3**

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**
- Social/Behavioral Science Elective

Culinary Arts, A.A.S. (A55150)

Students are responsible for purchasing their own uniforms and knife kit.

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

(Take 30 credits)

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**
- CUL 170 - Garde Manger I **Credits: 3**
- HRM 220 - Cost Control-Food & Bev **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- CUL 240 - Culinary Skills II **Credits: 5**

Customer Service

(Take 3 credits)

- Take either
- CUL 135 - Food & Beverage Service **Credits: 2** and
 - CUL 135A - Food & Beverage Serv Lab **Credits: 1**
- or take
- HRM 124 - Guest Service Management **Credits: 3**

Nutrition

(Take 3 credits)

- CUL 112 - Nutrition for Foodservice **Credits: 3**
- NUT 110 - Nutrition **Credits: 3**

Purchasing/Cost Control

(Take 3 credits)

- Take either
- CUL 120 - Purchasing **Credits: 2**
 - CUL 120A - Purchasing Lab **Credits: 1**
- or take
- HRM 260 - Procurement for Hosp **Credits: 3**

Work Based Learning Elective

(Take 2 credits)

- WBL 111K - Work-Based Learning I **Credits: 1**
- WBL 112K - Work-Based Learning I **Credits: 2**
- WBL 121K - Work-Based Learning II **Credits: 1**

Other Major Requirements

(Take 9 credits)

- CIS 111 - Basic PC Literacy **Credits: 2**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 130 - Menu Design **Credits: 2**
- CUL 150 - Food Science **Credits: 2**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- WBL 115K - Work-Based Learning Seminar I **Credits: 1**

Culinary Electives I

(Take 5 credits)

- CUL 230 - Global Cuisines **Credits: 5**
- CUL 245 - Contemporary Cuisines **Credits: 5**
- CUL 250 - Classical Cuisine **Credits: 5**

Culinary Electives II

(Take 5 credits)

- CUL 275 - Catering Cuisine **Credits: 5**
- CUL 280 - Pastry & Confections **Credits: 3**
- CUL 283 - Farm-To-Table **Credits: 5**
- CUL 285 - Competition Fundamentals **Credits: 3**
- CUL 214 - Wine Appreciation **Credits: 2**
- CUL 260 - Baking II **Credits: 3**
- CUL 270 - Garde Manger II **Credits: 3**
- HRM 225 - Beverage Management **Credits: 3**
- WBL 125 - Work-Based Learning Seminar II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 69

Fall Semester I

- CUL 110 - Sanitation & Safety **Credits: 2** and
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 150 - Food Science **Credits: 2**
- CUL 160 - Baking I **Credits: 3**

Spring Semester I

- CUL 170 - Garde Manger I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Nutrition Elective
- Culinary Elective

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**

- WBL 121K - Work-Based Learning II **Credits: 1 ***
- WBL 125K - Work-Based Learning Seminar II **Credits: 1**

- Humanities/Fine Arts Elective **or**
- Social/Behavioral Science Elective

Fall Semester II

- CIS 111 - Basic PC Literacy **Credits: 2**

- HRM 220 - Cost Control-Food & Bev **Credits: 3 and**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**

- Culinary Arts Elective I
- Culinary Arts Elective II or III

Spring Semester II

- CUL 130 - Menu Design **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- WBL 111K - Work-Based Learning I **Credits: 1 ***
- WBL 115K - Work-Based Learning Seminar I **Credits: 1**
- Culinary Arts Elective

Summer Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**

- Humanities/Fine Arts Elective **or**
- Social/Behavioral Science Elective

Note:

* Students may take WBL 112K (320 hrs) in lieu of taking WBL 111K (160 hrs) & WBL 121K (160 hrs)

Emergency Management A.A.S (A55460)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

General Education Requirements (15 credits)

Communications

- Take 6 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

- Take 3 credits:
- HUM 115 - Critical Thinking **Credits: 3**

Mathematics

- Take 3 credits:
- MAT 143 - Quantitative Literacy **Credits: 3**

Social/Behavioral Sciences

- Take 3 credits:
- POL 120 - American Government **Credits: 3**

Major Requirements (27 credits)

Required Courses

- Take 21 credits:
- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**
- FIP 228 - Local Govt Finance **Credits: 3**

Incident Management

- Take 3 credits:
- CJC 170 - Critical Incident Mgmt Pub Saf **Credits: 3**
- EPT 150 - Incident Management **Credits: 3**

Law and Ethics

- Take 3 credits:
- EPT 124 - EM Services Law & Ethics **Credits: 3**
- FIP 152 - Fire Protection Law **Credits: 3**

Other Required Hours (24 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CJC 160 - Terrorism: Underlying Issu **Credits: 3**
- CJC 212 - Ethics & Comm Relations **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**
- FIP 256 - Munic Public Relations **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Total Credits: 66

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**

Spring Semester I

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- Incident Management Elective
- Law and Ethics Elective

Summer Semester I

- FIP 256 - Munic Public Relations **Credits: 3**
- POL 120 - American Government **Credits: 3**

Fall Semester II

- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**

Spring Semester II

- CJC 212 - Ethics & Comm Relations **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**
- FIP 228 - Local Gov't Finance **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**

Summer Semester II

- CJC 160 - Terrorism: Underlying Issues **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**

Emergency Management Administration Certificate (C55460A)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Major Requirements (9 credits)

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**

Law and Ethics Elective (3 credits)

- EPT 124 - EM Services Law & Ethics **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**

Spring Semester I

- EPT 124 - EM Services Law & Ethics **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**

Emergency Management Certificate (C55460)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Required Courses (9 credits)

- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**

Incident Management (3 credits)

- EPT 150 - Incident Management **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**

Spring Semester I

- EPT 150 - Incident Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**

Emergency Medical Science, A.A.S. (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

General Education Requirements (16 credits)

English

- Take:
- ENG 111 - Writing and Inquiry **Credits: 3**
- Take 3 credits:
- ENG 112 - Writing/Research in the Disc **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**

- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Natural Sciences/Math

- BIO 168 - Anatomy and Physiology I **Credits: 4**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements (51 credits)

Required

- EMS 110 - EMT **Credits: 9**
- EMS 122 - EMS Clinical Practicum I **Credits: 1**
- EMS 130 - Pharmacology **Credits: 4**
- EMS 131 - Advanced Airway Management **Credits: 2**
- EMS 160 - Cardiology I **Credits: 3**
- EMS 220 - Cardiology II **Credits: 3**
- EMS 221 - EMS Clinical Practicum II **Credits: 2**
- EMS 231 - EMS Clinical Pract III **Credits: 3**
- EMS 240 - Patients W/ Special Challenges **Credits: 2**
- EMS 241 - EMS Clinical Practicum IV **Credits: 4**
- EMS 250 - Medical Emergencies **Credits: 4**
- EMS 260 - Trauma Emergencies **Credits: 2**
- EMS 270 - Life Span Emergencies **Credits: 4**
- EMS 285 - EMS Capstone **Credits: 2**

Anatomy Physiology

- BIO 169 - Anatomy and Physiology II **Credits: 4**

Other Major Requirements (5 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 120 - Survey of Med Terminology **Credits: 2**

Elective (2 credits)

- EMS 235 - EMS Management **Credits: 2**
- EMS 280 - EMS Bridging Course **Credits: 3** NOTE: EMS 280 should only be taken if Advised to do so by the Program Director. This course is for students in the EMS Bridge Program (A45340B) only.

Total Credits: 72

Fall Semester I

- EMS 110 - EMT **Credits: 9**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 120 - Survey of Med Terminology **Credits: 2**
Humanities/Fine Arts Elective

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- EMS 122 - EMS Clinical Practicum I **Credits: 1**
- EMS 130 - Pharmacology **Credits: 4**
- EMS 131 - Advanced Airway Management **Credits: 2**
- EMS 160 - Cardiology I **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
OR
- ENG 114 - Prof Research & Reporting **Credits: 3**

Summer Semester I

- EMS 220 - Cardiology II **Credits: 3**
- EMS 221 - EMS Clinical Practicum II **Credits: 2**
- EMS 250 - Medical Emergencies **Credits: 4**

Fall Semester II

- CIS 110 - Introduction to Computers **Credits: 3**
- EMS 231 - EMS Clinical Pract III **Credits: 3**
- EMS 260 - Trauma Emergencies **Credits: 2**
- EMS 270 - Life Span Emergencies **Credits: 4**

Spring Semester II

- EMS 235 - EMS Management **Credits: 2**
- EMS 240 - Patients W/ Special Challenges **Credits: 2**
- EMS 241 - EMS Clinical Practicum IV **Credits: 4**

- EMS 285 - EMS Capstone **Credits: 2**
- Social/Behavioral Science Elective

Esthetics Technology Certificate (C55230)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Major Requirements

- COS 119 - Esthetics Concepts I **Credits: 2**
- COS 120 - Esthetics Salon I **Credits: 6**
- COS 125 - Esthetics Concepts II **Credits: 2**
- COS 126 - Esthetics Salon II **Credits: 6**

Total Credits: 16

Fall Semester I

- COS 119 - Esthetics Concepts I **Credits: 2**
- COS 120 - Esthetics Salon I **Credits: 6**

Spring Semester I

- COS 125 - Esthetics Concepts II **Credits: 2**
- COS 126 - Esthetics Salon II **Credits: 6**

Film and Video Production Technology Certificate (C30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

Major Requirements

- FVP111 -Intro. to Film and Video **Credits: 3**
- FVP114 -Camera & Lighting I **Credits: 3**
- FVP115 -Camera & Lighting II **Credits: 3**
- FVP116 -Sound Operations **Credits: 3**

Other Major Requirements

Required

- CIS110 -Introduction to Computers **Credits: 3**
- FVP220 -Editing I **Credits: 3**

Total Credits: 18

Fall Semester I

- CIS110 -Introduction to Computers **Credits: 3**
- FVP111 -Intro. to Film and Video **Credits: 3**
- FVP114 -Camera & Lighting I **Credits: 3**

Spring Semester I

- FVP115 -Camera & Lighting II **Credits: 3**
- FVP116 -Sound Operations **Credits: 3**

Summer Semester I

- FVP220 -Editing I **Credits: 3**

Film and Video Production Technology Diploma (D30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

General Education Requirements

- COM231 -Public Speaking **Credits: 3**
- ENG111 -Writing and Inquiry **Credits: 3**

Major Requirements

- FVP111 -Intro. to Film and Video **Credits: 3**
- FVP112 -Art Dept Operations I **Credits: 3**

- FVP113 -Grip & Electrical I **Credits: 3**
- FVP114 -Camera & Lighting I **Credits: 3**
- FVP115 -Camera & Lighting II **Credits: 3**
- FVP116 -Sound Operations **Credits: 3**
- FVP120 -Art Dept. Operations II **Credits: 3**
- FVP212 -Production Techniques I **Credits: 5**
- FVP213 -Production Techniques II **Credits: 5**

Other Major Requirements

- CIS 110 -Introduction to Computers **Credits: 3**
- FVP220 -Editing I **Credits: 3**
- FVP250 -Production Specialties I **Credits: 3**

Total Credits: 41

Fall Semester I

- FVP111 -Intro. to Film and Video **Credits: 3**
- FVP112 -Art Dept Operations I **Credits: 3**
- FVP113 -Grip & Electrical I **Credits: 3**
- FVP114 -Camera & Lighting I **Credits: 3**

Spring Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**
- FVP115 -Camera & Lighting II **Credits: 3**
- FVP116 -Sound Operations **Credits: 3**
- FVP120 -Art Dept. Operations II **Credits: 3**
- FVP250 -Production Specialties I **Credits: 3**

Summer Semester I

- FVP212 -Production Techniques I **Credits: 5**
- FVP220 -Editing I **Credits: 3**

Film and Video Production Technology, A.A.S. (A30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction

provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for film and video.

General Education Requirements

Required

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 143 - Quantitative Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- FVP 111 - Intro. to Film and Video **Credits: 3**
- FVP 112 - Art Dept Operations I **Credits: 3**
- FVP 113 - Grip & Electrical I **Credits: 3**
- FVP 114 - Camera & Lighting I **Credits: 3**
- FVP 115 - Camera & Lighting II **Credits: 3**
- FVP 116 - Sound Operations **Credits: 3**
- FVP 120 - Art Dept. Operations II **Credits: 3**
- FVP 130 - Grip and Electrical II **Credits: 3**
- FVP 212 - Production Techniques I **Credits: 5**
- FVP 213 - Production Techniques II **Credits: 5**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- FVP 220 - Editing I **Credits: 3**
- FVP 240 - Introduction to Screenwriting **Credits: 3**
- FVP 250 - Production Specialties I **Credits: 3**

Film and Video Electives

(Take 6 credits)

- ACA 111 - College Student Success **Credits: 1**
- DEA 111 - Introduction to DEAT **Credits: 3**
- FVP 117 - Make-Up & Wardrobe **Credits: 3**
- FVP 215 - Production Management **Credits: 3**
- FVP 223 - Postproduct. Sound Design **Credits: 3**
- FVP 227 - Multimedia Production **Credits: 3**
- FVP 251 - Product. Specialties II **Credits: 3**
- WBL 111V - Work-Based Learning I **Credits: 1**
- WBL 115V - Work-Based Learning Seminar I **Credits: 1**

Total Credits: 67

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- FVP 111 - Intro. to Film and Video **Credits: 3**
- FVP 112 - Art Dept Operations I **Credits: 3**
- FVP 114 - Camera & Lighting I **Credits: 3**
- FVP 220 - Editing I **Credits: 3**

Spring Semester I

- FVP 113 - Grip & Electrical I **Credits: 3**
- FVP 115 - Camera & Lighting II **Credits: 3**
- FVP 116 - Sound Operations **Credits: 3**
- FVP 120 - Art Dept. Operations II **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- FVP 212 - Production Techniques I **Credits: 5**
- Social/Behavioral Science Elective

Fall Semester II

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- FVP 130 - Grip and Electrical II **Credits: 3**
- FVP 240 - Introduction to Screenwriting **Credits: 3**
- Film and Video Elective

Spring Semester II

- FVP 250 - Production Specialties I **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- Film and Video Elective

Summer Semester II

- FVP 213 - Production Techniques II **Credits: 5**

Fire Protection Technology, A.A.S. (A55240)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community

and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- POL 120 - American Government **Credits: 3**

Major Requirements

- FIP 120 - Intro to Fire Protection **Credits: 3**
- FIP 124 - Fire Prevention & Public Ed **Credits: 3**
- FIP 132 - Building Construction **Credits: 3**
- FIP 152 - Fire Protection Law **Credits: 3**
- FIP 220 - Fire Fighting Strategies **Credits: 3**
- FIP 228 - Local Govt Finance **Credits: 3**

Other Major Requirements

- CIS 110 - Introduction to Computers **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- FIP 128 - Detection & Investigation **Credits: 3**
- FIP 136 - Inspections & Codes **Credits: 3**
- FIP 156 - Computers in Fire Svc **Credits: 2**
- FIP 162 - Firefighter Safety & Wellness **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- FIP 221 - Adv Fire Fighting Strat **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**
- FIP 256 - Munic Public Relations **Credits: 3**
- FIP 276 - Managing Fire Services **Credits: 3**

Total Credits: 65

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- FIP 120 -Intro to Fire Protection **Credits: 3**
- FIP 124 -Fire Prevention & Public Ed **Credits: 3**

Spring Semester I

- FIP 152 -Fire Protection Law **Credits: 3**
- FIP 240 -Fire Service Supervision **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- MAT 143 -Quantitative Literacy **Credits: 3**

Summer Semester I

- FIP 136 -Inspections & Codes **Credits: 3**
- FIP 256 -MunicPublic Relations **Credits: 3**
- POL 120 -American Government **Credits: 3**

Fall Semester II

- FIP 128 -Detection & Investigation **Credits: 3**
- FIP 132 -Building Construction **Credits: 3**
- FIP 164 -OSHA Standards **Credits: 3**
- FIP 220 -Fire Fighting Strategies **Credits: 3**

Spring Semester II

- ENG 114 -ProfResearch & Reporting **Credits: 3**
- FIP 156 -Com puters in Fire Svc **Credits: 3**
- FIP 162 -Firefighter Safety & Wellness **Credits: 3**
- FIP 221 -Adv Fire Fighting Strat **Credits: 3**
- FIP 228 -Local Govt Finance **Credits: 3**

Summer Semester II

- EPT 140 -Emergency Management **Credits: 3**
- FIP 276 -Managing Fire Services **Credits: 3**

Hospitality Management Certificate (C25110)

Major Requirements

Required

- CUL 110 -Sanitation & Safety **Credits: 2**

- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Other Major Requirements

Electives

(Take 9 credits)

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- HRM 120 - Front Office Procedures **Credits: 3 and**
- HRM 120A - Front Office Procedures Lab **Credits: 1**
- HRM 124 - Guest Service Management **Credits: 3**
- HRM 130 - Bed and Breakfast Mgt. **Credits: 3**
- HRM 210 - Meetings & Event Planning **Credits: 3**
- HRM 215 - Restaurant Management **Credits: 3 and**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 225 - Beverage Management **Credits: 3**
- HRM 230 - Club & Resort Management **Credits: 3**

Total Credits: 18

Fall Semester I

- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 124 - Guest Service Management **Credits: 3**
- 3 hours of elective

Spring Semester I

- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- 4 - 6 hours of elective

Hospitality Management, A.A.S. (A25110)

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

General Education Requirements

Required Courses

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

Required Courses

- CUL 110 - Sanitation & Safety **Credits: 2**
- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 220 - Cost Control-Food & Bev **Credits: 3**
- HRM 240 - Marketing for Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- HRM 280 - Mgmt Problems-Hospitality **Credits: 3**

Required Subject Area

(Take 4 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 175 - Hotel and Restaurant Acct **Credits: 4**

Work-Based Learning

(Take 2 credits)

- WBL 111H - Work-Based Learning I **Credits: 1**
- WBL 112H - Work-Based Learning I **Credits: 1**
- WBL 121H - Work-Based Learning II **Credits: 1**

Other Major Requirements

Required Courses

Take 1 of 2 groups.

Group I

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- HRM 124 - Guest Service Management **Credits: 3**
- HRM 160 - Info Systems for Hosp **Credits: 3**
- HRM 215 - Restaurant Management **Credits: 3**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- HRM 260 - Procurement for Hosp **Credits: 3**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Group II

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 120 - Purchasing **Credits: 2**
- CUL 120A - Purchasing Lab **Credits: 1**
- CUL 135 - Food & Beverage Service **Credits: 2**
- CUL 135A - Food & Beverage Serv Lab **Credits: 1**
- HRM 160 - Info Systems for Hosp **Credits: 3**
- HRM 215 - Restaurant Management **Credits: 3**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Electives

Take 15 credits.

- CUL 142 - Fundamentals of Food **Credits: 5**
- CUL 214 - Wine Appreciation **Credits: 2**
- HRM 115 - Housekeeping **Credits: 3**
- HRM 115A - Housekeeping Lab **Credits: 1**
- HRM 120 - Front Office Procedures **Credits: 3**
- HRM 120A - Front Office Procedures Lab **Credits: 1**
- HRM 130 - Bed and Breakfast Mgt. **Credits: 3**
- HRM 135 - Facilities Management **Credits: 3**
- HRM 210 - Meetings & Event Planning **Credits: 3**
- HRM 225 - Beverage Management **Credits: 3**
- HRM 228 - Mixology **Credits: 3**
- HRM 230 - Club & Resort Management **Credits: 3**
- HRM 275 - Leadership-Hospitality **Credits: 3**
- HRM 285 - Service Projects-Hosp **Credits: 5**
- WBL 110 - World of Work **Credits: 1**
- WBL 125 - Work-Based Learning Seminar II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 72

Selected Tracks:

Food Service: HRM 135, HRM 225, HRM 228, HRM 285

Lodging: HRM 115/HRM 115A, HRM 120/HRM 120A, HRM 130, HRM 210

Club: HRM 135, HRM 210, HRM 225, HRM 228, HRM 230

Fall Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**

- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- Required Elective I
- Required Elective II

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- HRM 260 - Procurement for Hosp **Credits: 3**
- WBL 111H - Work-Based Learning I **Credits: 1 ***
- WBL 115H - Work-Based Learning Seminar I **Credits: 1**

Summer Semester I

- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**

- Hospitality Management Elective

- Social/Behavioral Science Elective **or**
- Humanities/Fine Arts Elective

Fall Semester II

- ACC 175 - Hotel and Restaurant Acct **Credits: 4 or**
- ACC 120 - Prin of Financial Accounting **Credits: 4**

- HRM 220 - Cost Control-Food & Bev **Credits: 3 and**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**

- HRM 240 - Marketing for Hospitality **Credits: 3**
- Hospitality Management Elective

Spring Semester II

- HRM 215 - Restaurant Management **Credits: 3 and**

- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 280 - Mgmt Problems-Hospitality **Credits: 3**
- Hospitality Management Elective
- Social/Behavioral Science Elective **or**
- Humanities/Fine Arts Elective

Summer Semester II

- WBL 121H - Work-Based Learning II **Credits: 1***
- WBL 125H - Work-Based Learning Seminar II **Credits: 1**
- Hospitality Management Elective
- Work-Based Elective

Note:

* Student may take WBL 112H (320 hrs) in lieu of taking WBL 111H (160 hrs) & WBL 121H (160 hrs)

Interpreter Education, A.A.S. (A55300)

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions or apply language skills to other human service related areas.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Natural Sciences/Math

- MAT 143 - Quantitative Literacy **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Major Requirements

- ASL 111 - Elementary ASL **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 211 - Intermediate ASL **Credits: 3**

- ASL 250 - Linguistics of ASL **Credits: 3**
- IPP 111 - Intro to Interpretation **Credits: 3**
- IPP 112 - Comparative Cultures **Credits: 3**
- IPP 152 - ASL/English Translation **Credits: 3**
- IPP 161 - Consecutive Interpreting **Credits: 5**
- IPP 221 - Simultaneous Interpret I **Credits: 5**
- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning II **Credits: 1**

Other Major Requirements

- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**
- ASL 212 - Intermediate ASL II **Credits: 3**
- ASL 221 - Advanced ASL I **Credits: 3**
- ASL 281 - ASL Lab 3 **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- IPP 130 - Analytical Skills for Int **Credits: 3**
- IPP 224 - ASL to English Interpret **Credits: 2**
- IPP 240 - Ethical Stnds & Practices **Credits: 3**

Total Credits: 68

Fall Semester I

- ASL 111 - Elementary ASL I **Credits: 3 and**
- ASL 181 - ASL Lab 1 **Credits: 1 ***
- ASL 112 - Elementary ASL II **Credits: 3 and**
- ASL 182 - ASL Lab 2 **Credits: 1 ****
- ENG 111 - Writing and Inquiry **Credits: 3**
- IPP 111 - Intro to Interpretation **Credits: 3**

Spring Semester I

- ASL 211 - Intermediate ASL I **Credits: 3 and**
- ASL 281 - ASL Lab 3 **Credits: 1**
- IPP 130 - Analytical Skills for Int **Credits: 3**
- IPP 152 - ASL/English Translation **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- Communications Elective

Summer Semester I

- ASL 212 - Intermediate ASL II **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- IPP 161 - Consecutive Interpreting **Credits: 5**

Fall Semester II

- ASL 250 - Linguistics of ASL **Credits: 3**
- IPP 112 - Comparative Cultures **Credits: 3**
- IPP 224 - ASL to English Interpret **Credits: 2**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Spring Semester II

- ASL 221 - Advanced ASL I **Credits: 3**
- IPP 221 - Simultaneous Interpret I **Credits: 5**
- IPP 224 - ASL to English Interpret **Credits: 2**
- IPP 240 - Ethical Stnds & Practices **Credits: 3**
- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning II **Credits: 1**

Note:

* Mini-Session I

**Mini-Session II

Paralegal Technology Civil Litigation Certificate (C25380C)

Major Requirements

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- LEX 141 - Civil Litigation II **Credits: 3**

Total Credits: 18

Fall Semester I

- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**

Spring Semester I

- LEX 141 - Civil Litigation II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Fall Semester II

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 240 - Family Law **Credits: 3**

Paralegal Technology Diploma (D25380)

General Education Requirements

- COM 231 - Public Speaking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Requirements

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- CJC 231 - Constitutional Law **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Total Credits: 38

Fall Semester I

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**

- LEX 210 - Real Property I **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**

Spring Semester I

- CJC 231 - Constitutional Law **Credits: 3**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Fall Semester II

- COM 231 - Public Speaking **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Paralegal Technology Real Property Certificate (C25380R)

Major Requirements

- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- LEX 211 - Real Property II **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Total Credits: 18

Fall Semester I

- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**

Spring Semester I

- LEX 211 - Real Property II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Fall Semester II

- LEX 240 - Family Law **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Paralegal Technology, A.A.S. (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

*Graduates of the A.A.S. program will be eligible to take the North Carolina Paralegal Certification Examination and the National Association of Legal Assistants (NALA) exam. The Certificate program does qualify the student to take both the NC State Bar Paralegal Certification exam and the NALA exam, if they also have a 4 year degree in any major and in addition to the courses in the certificate program also take LEX 280 (Ethics and Professionalism) course. The Diploma program does not qualify a student to take the NALA or the NC State Bar Paralegal Certification Exam. Please contact the Paralegal Department for further information.

General Education Requirements (15 credits)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

- Take 3 credits:
- ART 111 - Art Appreciation **Credits: 3**
 - ART 114 - Art History Survey I **Credits: 3**
 - ART 115 - Art History Survey II **Credits: 3**
 - ART 116 - Survey of American Art **Credits: 3**
 - ART 117 - Non-Western Art History **Credits: 3**
 - ART 131 - Drawing I **Credits: 3**
 - ART 171 - Computer Art I **Credits: 3**
 - ART 261 - Photography I **Credits: 3**
 - ART 283 - Ceramics I **Credits: 3**
 - DRA 111 - Theatre Appreciation **Credits: 3**
 - DRA 112 - Literature of the Theatre **Credits: 3**
 - DRA 122 - Oral Interpretation **Credits: 3**
 - DRA 211 - Theatre History I **Credits: 3**

- DRA 212 - Theatre History II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- ANT 210 - General Anthropology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements (23 credits)

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements (37 credits)

Take:

- CIS 110 -Introduction to Computers **Credits: 3**
- CJC 231 -Constitutional Law **Credits: 3**
- LEX 121 -Legal Research/Writing II **Credits: 3**
- LEX 141 -Civil Litigation II **Credits: 3**
- LEX 151 -Commercial Law II **Credits: 3**
- LEX 160 -Criminal Law & Procedure **Credits: 3**
- LEX 170 -Administrative Law **Credits: 2**
- LEX 211 -Real Property II **Credits: 3**
- LEX 260 -Bankruptcy and Collections **Credits: 3**
- LEX 270 -Law Office Mgt/Technology **Credits: 2**
- LEX 273 -NCCP Review Course **Credits: 2**
- LEX 280 -Ethics & Professionalism **Credits: 2**
- LEX 288 -Elder Law **Credits: 3**

Total Credits: 74

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**
- LEX 110 -Intro to Paralegal Study **Credits: 2**
- LEX 140 -Civil Litigation I **Credits: 3**
- LEX 150 -Commercial Law I **Credits: 3**
- MAT 143 -Quantitative Literacy **Credits: 3**

Spring Semester I

- LEX 120 -Legal Research/Writing I **Credits: 3**
- LEX 141 -Civil Litigation II **Credits: 3**
- LEX 151 -Commercial Law II **Credits: 3**
- LEX 160 -Criminal Law & Procedure **Credits: 3**
- Social/Behavioral Science Elective
- WBL 111P - Work-Based Learning I Paraleg **Credits: 1**
- WBL 115P - Work-Based Learning Seminar I **Credits: 1**

Summer Semester I

- CJC 231 -Constitutional Law **Credits: 3**
- LEX 121 -Legal Research/Writing II **Credits: 3**
- LEX 170 -Administrative Law **Credits: 2**
- LEX 280 -Ethics & Professionalism **Credits: 2**

Fall Semester II

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**
- LEX 270 - Law Office Mgt/Technology **Credits: 2**
- Humanities/Fine Arts Elective

Spring Semester II

- COM 231 - Public Speaking **Credits: 3**
- LEX 211 - Real Property II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- LEX 273 - NCCP Review Course **Credits: 2**
- LEX 288 - Elder Law **Credits: 3**

Paralegal Technology, Elder Law Certificate (C25380E)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Required Courses (9 credits)

- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements (3 credits)

- LEX 288 - Elder Law **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**

Spring Semester I

- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- LEX 288 - Elder Law **Credits: 3**

Veterinary Medical Technology, A.A.S. (A45780)

This curriculum is designed to prepare individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Graduates of accredited programs may be eligible to take state and national examinations administered by the North Carolina Veterinary Medical Board. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

General Education Requirements (19 credits)

Communications (6 credits)

Take 6 credits:

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Sciences (3 credits)

Take 3 credits:

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Mathematics (7 credits)

Take 7 credits:

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Requirements (50 credits)

Required Courses (47 credits)

Take 47 credits:

- VET 110 - Animal Breeds and Husbandry **Credits: 3**
- VET 120 - Vet Anatomy & Physiology **Credits: 4**
- VET 123 - Veterinary Parasitology **Credits: 3**
- VET 125 - Veterinary Diseases I **Credits: 2**
- VET 126 - Veterinary Diseases II **Credits: 2**
- VET 131 - Vet Lab Techniques I **Credits: 3**
- VET 133 - Vet Clinical Practice I **Credits: 3**
- VET 137 - Vet Office Practices **Credits: 2**
- VET 211 - Vet Lab Techniques II **Credits: 3**
- VET 212 - Vet Lab Techniques III **Credits: 3**
- VET 213 - Vet Clinical Practice II **Credits: 4**
- VET 214 - Vet Clinical Practice III **Credits: 4**
- VET 215 - Veterinary Pharmacology **Credits: 3**
- VET 217 - Large Animal Clin Pract **Credits: 3**
- VET 237 - Animal Nutrition **Credits: 3**
- WBL 112 - Work-Based Learning I **Credits: 2**

Medical Terminology (3 credits)

Take 3 credits:

- VET 121 - Veterinary Medical Terminology **Credits: 3**

Other Major Requirements (7 credits)

Vet (4 credits)

Take:

- VET 122 - Veterinary Zoology **Credits: 4**

WBL (1 credit)

Take:

- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

CIS (2 credits)

Take:

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- MAT 143 - Quantitative Literacy **Credits: 3**
- VET 110 - Animal Breeds and Husbandry **Credits: 3**
- VET 121 - Veterinary Medical Terminology **Credits: 3**
- VET 122 - Veterinary Zoology **Credits: 4**
Social/Behavioral Science Elective

Spring Semester I

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- VET 120 - Vet Anatomy & Physiology **Credits: 4**
- VET 123 - Veterinary Parasitology **Credits: 3**
Humanities/Fine Arts Elective

Summer I

- VET 125 - Veterinary Diseases I **Credits: 2**
- VET 131 - Vet Lab Techniques I **Credits: 3**
- VET 133 - Vet Clinical Practice I **Credits: 3**
- VET 237 - Animal Nutrition **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Fall Semester II

- VET 126 - Veterinary Diseases II **Credits: 2**
- VET 211 - Vet Lab Techniques II **Credits: 3**
- VET 213 - Vet Clinical Practice II **Credits: 4**
- VET 215 - Veterinary Pharmacology **Credits: 3**

Spring Semester II

- VET 137 - Vet Office Practices **Credits: 2**

- VET 212 - Vet Lab Techniques III **Credits: 3**
- VET 214 - Vet Clinical Practice III **Credits: 4**
- VET 217 - Large Animal Clin Pract **Credits: 3**

Summer II

- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Vocational Department

Technical & Vocational Program

Air Conditioning, Heating, and Refrigeration Technology Certificate (C35100)

(EVENINGS)

Major Requirements

Core

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 114 - Heat Pump Technology **Credits: 4**

Electricity

- AHR 111 - HVAC Electricity **Credits: 3**

Total Credits: 12

Fall Semester I

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 111 - HVAC Electricity **Credits: 3**

Spring Semester I

- AHR 114 - Heat Pump Technology **Credits: 4**

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Core

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 112 - Heating Technology **Credits: 4**
- AHR 113 - Comfort Cooling **Credits: 4**
- AHR 114 - Heat Pump Technology **Credits: 4**

Electricity

- AHR 111 - HVAC Electricity **Credits: 3**

System Design

- AHR 211 - Residential System Design **Credits: 3**

Other Major Requirements

- AHR 115 - Refrigeration Systems **Credits: 2**
- AHR 130 - HVAC Controls **Credits: 3**
- AHR 133 - HVAC Servicing **Credits: 4**
- AHR 140 - All-Weather Systems **Credits: 2**
- AHR 210 - Residential Building Code **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 44

Fall Semester I

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 111 - HVAC Electricity **Credits: 3**

- AHR112 - Heating Technology **Credits: 4**
- AHR210 - Residential Building Code **Credits: 2**
- MAT110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- AHR113 - Comfort Cooling **Credits: 4**
- AHR114 - Heat Pump Technology **Credits: 4**
- AHR133 - HVAC Servicing **Credits: 4**
- AHR211 - Residential System Design **Credits: 3**
- ENG101 - Applied Communications I **Credits: 3**

Summer Semester I

- AHR115 - Refrigeration Systems **Credits: 2**
- AHR130 - HVAC Controls **Credits: 3**
- AHR140 - All-Weather Systems **Credits: 2**
- CIS111 - Basic PC Literacy **Credits: 2**

Automotive Customizing Technology Certificate (C60190)

Major Requirements

Core

- TRN110 - Intro to Transport Tech **Credits: 2**

Other Major Requirements

- AUC114 - Custom Fiberglass Skills **Credits: 4**
- AUC115 - Glass Customizing Methods **Credits: 4**
- AUC117 - Custom Airbrushing **Credits: 4**

Total Credits: 14

Fall Semester I

- AUC114 - Custom Fiberglass Skills **Credits: 4**
- AUC115 - Glass Customizing Methods **Credits: 4**
- AUC117 - Custom Airbrushing **Credits: 4**
- TRN110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Automotive Customizing Technology Diploma (D60190)

The curriculum prepares individuals to modify existing automotive vehicle components, fabrication techniques to create custom vehicle components, non-structural damage repair, custom painting and refinishing techniques, custom upholstery and glass removal/replacement/custom modifications, and other automotive technology related systems.

Course work may include transportation systems theory, custom fabrication, custom fiberglass skills, auto shop management, and basic welding for transportation.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

General Education Requirements

Communication

- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts

- HUM 115 - Critical Thinking **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Core

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Automotive Custom Tech

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUC 111 - Auto Customizing Research **Credits: 3**
- AUC 112 - Auto Custom Fabrication **Credits: 4**

Other Major Requirements

AUB

- AUB 121 - Non-Structural Damage I **Credits: 3**

AUC

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**

AUT

- AUT 212 - Auto Shop Management **Credits: 3**

Total Credits: 43

Fall Semester I

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**
- AUC 111 - Auto Customizing Research **Credits: 3**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Summer Semester I

- AUC 112 - Auto Custom Fabrication **Credits: 4**
- AUT 212 - Auto Shop Management **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Automotive Systems Technology Certificate (C60160A)

Major Requirements

Fundamental Transport Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Specialized Transport Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Automotive Systems Technology

- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**

Required Courses

- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 16

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- CIS 111 - Basic PC Literacy **Credits: 2**

Summer Semester I

- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Automotive Systems Technology Diploma (D60160)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Transport Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Transport Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Specialized Transport Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Automotive Systems Technology

- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Required Courses

- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- AUT 212 - Auto Shop Management **Credits: 3**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 38

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3 and**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- AUT 181 - Engine Performance 1 **Credits: 3 and**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- AUT 212 - Auto Shop Management **Credits: 3**
- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Automotive Systems Technology, A.A.S. (A60160)

The curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

General Education Requirements

Required Courses

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**

- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements

Fund Transport Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Transport Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**
- TRN 130 - Intro to Sustainable Transp **Credits: 3**

Specialized Transport Skills

- TRN 140 - Transp Climate Control **Credits: 2**
- TRN 145 - Adv Transp Electronics **Credits: 3**

Automotive Systems Technology

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Required Courses

- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 123 - Powertrain Diagn & Serv **Credits: 2**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- AUT 212 - Auto Shop Management **Credits: 3**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- AUT 221 - Auto Transm/Transaxles **Credits: 3**
- AUT 221A - Auto Transm/Transax Lab **Credits: 1**
- AUT 231 - Man Trans/Axles/Drtrains **Credits: 3**
- AUT 281 - Adv Engine Performance **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 71

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**
- Communications Elective

Spring Semester I

- AUT 123 - Powertrain Diagn & Serv **Credits: 2**
- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3 and**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- CIS 111 - Basic PC Literacy **Credits: 2**
Social/Behavioral Sciences Elective

Summer Semester I

- AUT 181 - Engine Performance 1 **Credits: 3 and**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**

- AUT 212 - Auto Shop Management **Credits: 3**
- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**
- Humanities/Fine Art Elective

Fall Semester II

- AUT 116 - Engine Repair **Credits: 3 and**
- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 281 - Adv Engine Performance **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- TRN 145 - Adv Transp Electronics **Credits: 3**

Spring Semester II

- AUT 213 - Automotive Servicing 2 **Credits: 2**
- AUT 221 - Auto Transm/Transaxles **Credits: 3 and**
- AUT 221A - Auto Transm/Transax Lab **Credits: 1**
- AUT 231 - Man Trans/Axles/Dtrains **Credits: 3 and**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TRN 130 - Intro to Sustainable Transp **Credits: 3**

Carpentry Certificate (C35180)

Major Requirements

Required

- BPR 130 - Print Reading-Construction **Credits: 3**

Carpentry

- CAR 111 - Carpentry I **Credits: 4**

Other Major Requirements

- CMT 120 - Codes and Inspections **Credits: 3**

Total Credits: 14

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- CAR 111 - Carpentry I **Credits: 8**
- CMT 120 - Codes and Inspections **Credits: 3**

Carpentry Diploma (D35180)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related jobs.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BPR 130 - Print Reading-Construction **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Carpentry

- CAR 111 - Carpentry I **Credits: 8**

Other Major Requirements

- CAR 112 - Carpentry II **Credits: 8**
- CAR 113 - Carpentry III **Credits: 6**
- CAR 115 - Res Planning/Estimating **Credits: 3**

Total Credits: 37

Fall Semester I

- CAR 111 - Carpentry I **Credits: 8**
- BPR 130 - Print Reading-Construction **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- CAR112 -Carpentry II **Credits: 8**
- CAR115 -Res Planning/Estimating **Credits: 3**
- ENG101 -Applied Communications I **Credits: 3**

Summer Semester I

- CAR113 -Carpentry III **Credits: 6**
- CMT120 -Codes and Inspections **Credits: 3**

Collision Repair and Refinishing Technology Certificate (C60130)

Major Requirements

Fundamental Trans Skills

- TRN110 -Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN180 -Basic Welding for Transp **Credits: 3**

Required

- AUB111 -Painting & Refinishing I **Credits: 4**
- AUB121 -Non-Structural Damage I **Credits: 3**

Total Credits: 12

Day

Fall Semester I

- AUB111 -Painting & Refinishing I **Credits: 4**
- AUB121 -Non-Structural Damage I **Credits: 3**

Spring Semester I

- TRN110 -Intro to Transport Tech **Credits: 2**
- TRN180 -Basic Welding for Transp **Credits: 3**

Evening

Fall Semester I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Spring Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**

Collision Repair and Refinishing Technology Diploma (D60130)

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

General Education Requirements

English

- ENG 101 - Applied Communications I **Credits: 3**

Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN 180 - Basic Welding for Transp **Credits: 3**

Specialized Trans Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Required

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**
- AUB 131 - Structural Damage I **Credits: 4**
- AUB 136 - Plastics & Adhesives **Credits: 3**

Other Major Requirements

- AUB 112 - Painting & Refinishing II **Credits: 4**
- AUB 114 - Special Finishes **Credits: 2**
- AUB 122 - Non-Structural Damage II **Credits: 4**
- AUB 141 - Mech & Elec Components I **Credits: 3**
- AUB 162 - Autobody Estimating **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 46

Fall Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**
- AUB 131 - Structural Damage I **Credits: 4**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUB 112 - Painting & Refinishing II **Credits: 4**
- AUB 122 - Non-Structural Damage II **Credits: 4**
- AUB 141 - Mech & Elec Components I **Credits: 3**
- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Summer Semester I

- AUB 114 - Special Finishes **Credits: 2**

- AUB 136 -Plastics & Adhesives **Credits: 3**
- AUB 162 -Autobody Estimating **Credits: 2**
- TRN 140 -Transp Climate Control **Credits: 2 and**
- TRN 140A -Transp Climate Cont Lab **Credits: 2**

Construction Management Technology, Project Management Certificate (C35190A)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Major Requirements (6 credits)

Required Courses

- CMT 120 -Codes and Inspections **Credits: 3**

Construction Management Technology

- CMT 210 -Construction Management Fund **Credits: 3**

Other Major Requirements (6 credits)

Required Courses

- CMT 218 -Human Relations Issues **Credits: 3**

Electives

- BUS 240 -Business Ethics **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- CMT 120 - Codes and Inspections **Credits: 3**
- CMT 210 - Construction Management Fund **Credits: 3**

Spring Semester I

- BUS 240 - Business Ethics **Credits: 3**
- CMT 218 - Human Relations Issues **Credits: 3**

Construction Management Technology - Framing Certificate (C35190F)

Required Courses

Take 14 credits

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- CST 112 - Construction II **Credits: 4**
- CMT 120 - Codes and Inspections **Credits: 3**

Total Credits: 14

Fall Semester I

- CST 111 - Construction I **Credits: 4**
- BPR 130 - Print Reading-Construction **Credits: 3**

Spring Semester I

- CST 112 - Construction II **Credits: 4**
- CMT 120 - Codes and Inspections **Credits: 3**

Construction Management Technology Certificate (C35190)

Major Requirements

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**

Construction Mgmt Tech

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**

Other Major Requirements

Required

- CMT 214 - Planning and Scheduling **Credits: 3**

Total Credits: 15

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**

Spring Semester I

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**

Fall Semester II

- CMT 214 - Planning and Scheduling **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**

Construction Management Technology, A.A.S. (A35190)

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

General Education Requirements (15 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 121 -Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 -Art Appreciation **Credits: 3**
- ART 114 -Art History Survey I **Credits: 3**
- ART 115 -Art History Survey II **Credits: 3**
- ART 117 -Non-Western Art History **Credits: 3**
- DRA 111 -Theatre Appreciation **Credits: 3**
- DRA 122 -Oral Interpretation **Credits: 3**
- DRA 211 -Theatre History I **Credits: 3**
- DRA 212 -Theatre History II **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- HUM 160 -Introduction to Film **Credits: 3**
- MUS 110 -Music Appreciation **Credits: 3**
- MUS 112 -Introduction to Jazz **Credits: 3**
- MUS 113 -American Music **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**
- REL 110 -World Religions **Credits: 3**
- REL 111 -Eastern Religions **Credits: 3**
- REL 112 -Western Religions **Credits: 3**
- REL 211 -Intro to Old Testament **Credits: 3**
- REL 212 -Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- Take 3 credits:
- ANT 210 -General Anthropology **Credits: 3**
- ANT 220 -Cultural Anthropology **Credits: 3**
- ANT 240 -Archaeology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**
- HIS 115 -Intro to Global History **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 210 -Comparative Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**

- PSY 150 -General Psychology **Credits: 3**
- PSY 241 -Developmental Psych **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**
- SOC 220 -Social Problems **Credits: 3**
- SOC 230 -Race and Ethnic Relations **Credits: 3**
- SOC 240 -Social Psychology **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 -Introduction to Communication **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**
- COM 231 -Public Speaking **Credits: 3**

Major Requirements (28 credits)

Technical Core

- BPR 130 -Print Reading-Construction **Credits: 3**
- CMT 120 -Codes and Inspections **Credits: 3**
- CST 241 -Planning/Estimating I **Credits: 3**
- SST 140 -Green Bldg & Design Concepts **Credits: 3**

Construction Mgmt Tech

- Take:
- ACC 120 -Prin of Financial Accounting **Credits: 4**
 - CMT 112 -Construction Mgt I **Credits: 6**
 - CMT 210 -Construction Management Fund **Credits: 3**
 - CMT 212 -Total Safety Performance **Credits: 3**

Other Major Requirements (23 credits)

Required

- ARC 225 -Architectural BIM I **Credits: 2**
- ARC 225A -Architectural BIM I Lab **Credits: 1**
- CIS 110 -Introduction to Computers **Credits: 3**
- CMT 214 -Planning and Scheduling **Credits: 3**
- CST 111 -Construction I **Credits: 4**
- CST 112 -Construction II **Credits: 4**
- CST 238 -Weatherization **Credits: 3**

Required Management Course

- BUS 240 - Business Ethics **Credits: 3**
- CMT 218 - Human Relations Issues **Credits: 3**

Total Credits: 66

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- CST 112 - Construction II **Credits: 4**
- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Fall Semester II

- CMT 214 - Planning and Scheduling **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- Construction Management Elective

Spring Semester II

- CMT 112 - Construction Mgt I **Credits: 6**
- CST 238 - Weatherization **Credits: 3**
- Communications Elective
- Social/Behavioral Science Elective

Diesel (Onsite) Power Generation Technology Diploma (D60460PG)

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

General Education (6 Credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements (25 Credits)

Fundamental Trans Skills (5 Credits)

- HET 134 - Diesel Fuel & Power Sys **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills (5 Credits)

- TRN 120 - Basic Transp Electricity **Credits: 5**

Program Major (Diesel & Heavy Equipment) (15 Credits)

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**

Other Major Requirements (7 Credits)

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 115 - Electronic Engines **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Credits: 38

Course Sequence

Fall I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring I

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**

Summer I

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 115 - Electronic Engines **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Diesel and Heavy Equipment Technology Certificate (C60460)

Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Diesel and Heavy Equipment

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Total Credits: 17

Fall Semester I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Diesel and Heavy Equipment Technology Diploma (D60460)

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**

Mathematics

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**

Intermediate Trans Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Diesel and Heavy Equipment

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**
- MRN 147 - Marine Power Trains **Credits: 4**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 115 - Electronic Engines **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Credits: 37

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 110 - Diesel Engines **Credits: 6**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MRN 121 - Marine Engines **Credits: 4**

Summer Semester I

- HET 115 - Electronic Engines **Credits: 3**
- MRN 147 - Marine Power Trains **Credits: 4**
- WLD 112 - Basic Welding Processes **Credits: 2**

Diesel and Heavy Equipment Technology, A.A.S. (A60460)

This curriculum provides training for individuals interested in becoming technicians who service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**

English Composition

- ENG 114 - Prof Research & Reporting **Credits: 3**

Mathematics

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Elective

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Elective

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**

Intermediate Trans Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Specialized Trans Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Diesel and Heavy Equipment

- HET 110 - Diesel Engines **Credits: 6**
- HET 114 - Power Trains **Credits: 5**
- HET 125 - Preventive Maintenance **Credits: 2**
- MRN 121 - Marine Engines **Credits: 4**
- MRN 147 - Marine Power Trains **Credits: 4**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 115 - Electronic Engines **Credits: 3**
- HET 128 - Medium/Heavy Duty Tune Up **Credits: 2**
- HET 229 - Brakes and Steering **Credits: 2**
- HET 230 - Air Brakes **Credits: 2**
- HYD 112 - Hydraulics-Med/Heavy Duty **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Credits: 70

Fall Semester I

- HET 125 - Preventive Maintenance **Credits: 2**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Summer Semester I

- HET 115 - Electronic Engines **Credits: 3**
- MRN 147 - Marine Power Trains **Credits: 4**
- WLD 112 - Basic Welding Processes **Credits: 2**

Fall Semester II

- HET 114 - Power Trains **Credits: 5**
- HET 229 - Brakes and Steering **Credits: 2**
- HET 230 - Air Brakes **Credits: 2**
- HYD 112 - Hydraulics-Med/Heavy Duty **Credits: 2**
- Humanities/Fine Arts Elective

Spring Semester II

- HET 128 - Medium/Heavy Duty Tune Up **Credits: 2**

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**
- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**
- Social/Behavioral Science Elective

Electrical Systems Technology Certificate (C35130)

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Other Major Requirements

- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 15

Fall Semester I

- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**

Electrical Systems Technology Diploma (D35130)

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Concentration Requirements

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**

Other Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 40

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**

Electrical Systems Technology, A.A.S. (A35130)

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

English Composition

- ENG 114 - Prof Research & Reporting **Credits: 3**

Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**

- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Automated Controls

- ELC 128 - Intro to PLC **Credits: 3**

Concentration Requirements

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**

- ELC 221 - Adv PV Sys Designs **Credits: 3**

Other Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**
- ELC 121 - Electrical Estimating **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ELC 213 - Instrumentation **Credits: 4**
- ELC 228 - PLC Applications **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 71

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**

Fall Semester II

- ELC 121 - Electrical Estimating **Credits: 2**
- ELC 128 - Intro to PLC **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- Humanities/Fine Arts Elective

Spring Semester II

- ELC 213 - Instrumentation **Credits: 4**
- ELC 221 - Adv PV Sys Designs **Credits: 3**
- ELC 228 - PLC Applications **Credits: 4**
- Social/Behavioral Science Elective

Industrial Systems Technology Certificate (C50240)

Major Requirements

Required

- BPR 111 - Print Reading **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Concentration Requirements

- MEC 130 - Mechanisms **Credits: 3**

Total Credits: 17

Fall Semester I

- BPR 111 - Print Reading **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- MNT 110 - Intro to Maint Procedures **Credits: 2**

Spring Semester I

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Industrial Systems Technology Diploma (D50240)

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Required

- ELC 125 - Diagrams and Schematics **Credits: 2**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Electricity

- ELC 112 - DC/AC Electricity **Credits: 5**

Blueprints and Diagrams

- BPR 111 - Print Reading **Credits: 2**

Metalworking and Fabricating

- MEC 111 - Machine Processes I **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Concentration Requirements

- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Other Major Requirements

- AHR 120 - HVACR Maintenance **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Total Credits: 44

Fall Semester I

- AHR 120 - HVACR Maintenance **Credits: 2**
- BPR 111 - Print Reading **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ISC 112 - Industrial Safety **Credits: 2**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Industrial Systems Technology, A.A.S. (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**

- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Required

- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Electricity

Blueprints and Diagrams

- BPR 111 - Print Reading **Credits: 2**

Metalworking and Fabricating

- MEC 111 - Machine Processes I **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Concentration Requirements

- ELC 117 - Motors and Controls **Credits: 4**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Other Major Requirements

- AHR 120 - HVACR Maintenance **Credits: 2**
- ATR 112 - Intro to Automation **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 128 - Intro to PLC **Credits: 3**
- ELN 231 - Industrial Controls **Credits: 3**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Total Credits: 70

Fall Semester I

- BPR 111 - Print Reading **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ISC 112 - Industrial Safety **Credits: 2**
- MNT 110 - Intro to Maint Procedures **Credits: 2**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**

Summer Semester I

- ELC 115 - Industrial Wiring **Credits: 4**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Fall Semester II

- AHR 120 - HVACR Maintenance **Credits: 2**
- ATR 112 - Intro to Automation **Credits: 3**
- ELC 128 - Intro to PLC **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- Social/Behavioral Science Elective
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Spring Semester II

- ELC 114 - Commercial Wiring **Credits: 4**
- ELN 231 - Industrial Controls **Credits: 3**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**
- Humanities/Fine Arts Elective

Landscape Design Certificate (C15260LD)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Major Requirements (18 credits)

- HOR 112 - Landscape Design I **Credits: 3**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- HOR 112 - Landscape Design I **Credits: 3**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 161 - Plant Materials II **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**

Landscape Gardening and Horticultural Science A.A.S. (A15260)

Landscape Gardening curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

General Education Requirements (15 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**

- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Design

- HOR 112 - Landscape Design I **Credits: 3**

Landscape Gardening

- HOR 114 - Landscape Construction **Credits: 3**
- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- LSG 122 - Spring Gardening Lab **Credits: 2**
- LSG 123 - Summer Gardening Lab **Credits: 2**
- WBL 111G - Work-Based Learning I **Credits: 1**

Soil Science

- HOR 166 - Soils & Fertilizers **Credits: 3**

Other Major Requirements

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 118 - Equipment Op & Maint **Credits: 2**
- HOR 124 - Nursery Operations **Credits: 3**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**
- LSG 232 - Garden Management **Credits: 2**
- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Total Credits: 66

Fall Semester I

- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 118 - Equipment Op & Maint **Credits: 2**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 166 - Soils & Fertilizers **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- LSG 123 - Summer Gardening Lab **Credits: 2**
- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**
- WBL 111G - Work-Based Learning I **Credits: 1**

Fall Semester II

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HOR 112 - Landscape Design I **Credits: 3**
- HOR 124 - Nursery Operations **Credits: 3**

- HOR 168 - Plant Propagation **Credits: 3**
Humanities/Fine Arts Elective

Spring Semester II

- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**
- LSG 122 - Spring Gardening Lab **Credits: 2**
- LSG 232 - Garden Management **Credits: 2**

Landscape Gardening Certificate (C15260)

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- LSG 121 - Fall Gardening Lab **Credits: 2**

Other Major Requirements

- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Total Credits: 15

Fall Semester I

- HOR 160 - Plant Materials I **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 164 - Hort Pest Management **Credits: 3**

Summer Semester I

- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Landscape Gardening Horticulture Production Certificate (C15260HP)

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Required Courses (15 credits)

- HOR 124 - Nursery Operations **Credits: 3**
- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- HOR 124 - Nursery Operations **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**

Spring Semester I

- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**

Landscape Gardening, Retention Pond Management Certificate (C15260R)

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and

will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- LSG 121 - Fall Gardening Lab **Credits: 2**
- LSG 122 - Spring Gardening Lab **Credits: 2**

Total Credits: 13

Fall Semester I

- HOR 160 - Plant Materials I **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 164 - Hort Pest Management **Credits: 3**
- LSG 122 - Spring Gardening Lab **Credits: 2**

Landscape Gardening, Sustainable Gardening Certificate (C15260S)

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**

Other Major Requirements

- AGR 139 - Intro to Sustainable Ag **Credits: 3**

Total Credits: 14

Fall Semester I

- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**

Mechatronics Engineering Technology Automation Certificate (C40350)

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Major Hours (10 Hours)

- ATR112 - Intro to Automation **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Program Major (4 Hours)

- ATR280 - Robotic Fundamentals **Credits: 4**

Total Credits: 14

Course Sequence

Fall I

- ELC 131 - Circuit Analysis I **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Spring I

- ATR112 - Intro to Automation **Credits: 3**
- ATR280 - Robotic Fundamentals **Credits: 4**

Mechatronics Engineering Technology, A.A.S. (A40350)

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3**

Humanities/Fine Arts

- HUM 115 - Critical Thinking **Credits: 3**

Social/Behavioral Sciences

- PSY 150 - General Psychology **Credits: 3**

Natural Sciences/Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Required

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 213 - Instrumentation **Credits: 4**

Computer Applications

- CIS 110 - Introduction to Computers **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Basic Electricity

- ELC 131 - Circuit Analysis I **Credits: 4**

Drawing

- DFT 151 - CAD I **Credits: 3**

Fluid Mechanics

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Mechanical Drives

- MEC 130 - Mechanisms **Credits: 3**

Machines

- ELC 117 - Motors and Controls **Credits: 4**

Programmable Logic Controls

- ELC 128 - Intro to PLC **Credits: 3**

Physics

- PHY 131 - Physics-Mechanics **Credits: 4**

Other Major Requirements

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ELN 231 - Industrial Controls **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**
- ATR 280 - Robotic Fundamentals **Credits: 4**

Total Credits: 74

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MNT 110 - Intro to Maint Procedures **Credits: 2**

Spring Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**

Summer Semester I

- DFT 151 - CAD I **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- MEC 111 - Machine Processes I **Credits: 3**

Fall Semester II

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 128 - Intro to PLC **Credits: 3**

- ELC 213 -Instrumentation **Credits: 4**
- PSY 150 -General Psychology **Credits: 3**
- ATR280 -Robotic Fundamentals **Credits: 4**

Spring Semester II

- ELN 231 -Industrial Controls **Credits: 3**
- ENG 114 -Prof Research & Reporting **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- PHY 131 -Physics-Mechanics **Credits: 4**
- WLD 112 -Basic Welding Processes **Credits: 2**

Plumbing Certificate (C35300)

Major Requirements

Required

- PLU 110 -Modern Plumbing **Credits: 9**

Technical Core

- BPR 130 -Print Reading-Construction **Credits: 3**

Other Major Requirements

- PLU 140 -Intro to Plumbing Codes **Credits: 2**
- PLU 150 -Plumbing Diagrams **Credits: 2**

Total Credits: 16

Fall Semester I

- PLU 110 -Modern Plumbing **Credits: 9**
- BPR 130 -Print Reading-Construction **Credits: 3**

Spring Semester I

- PLU 140 -Intro to Plumbing Codes **Credits: 2**
- PLU 150 -Plumbing Diagrams **Credits: 2**

Plumbing Diploma (D35300)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government. A program that prepares individuals to work in the field of plumbing by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for natural gas, lp gas, hot water, drainage, sprinkling, and plumbing processing systems in residential and commercial environments. Includes instruction in source determination, water service and distribution, waste removal, pressure adjustment, basic physics, technical mathematics, print reading, pipe installation, pumps, soldering, plumbing inspection, and applicable codes and standards.

General Education Requirements

English

- ENG 101 - Applied Communications I **Credits: 3**

Math and Algebra

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- PLU 110 - Modern Plumbing **Credits: 9**

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- PLU 120 - Plumbing Applications **Credits: 9**
- PLU 130 - Plumbing Systems **Credits: 6**
- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**
- PLU 160 - Plumbing Estimates **Credits: 2**

Total Credits: 44

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- ENG 101 - Applied Communications I **Credits: 3**
- PLU 110 - Modern Plumbing **Credits: 9**

Spring Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PLU 120 - Plumbing Applications **Credits: 9**
- PLU 140 - Intro to Plumbing Codes **Credits: 3**
- PLU 150 - Plumbing Diagrams **Credits: 3**

Summer Semester I

- CIS 111 - Basic PC Literacy **Credits: 3**
- PLU 130 - Plumbing Systems **Credits: 6**
- PLU 160 - Plumbing Estimates **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- WBL 111W - Work-Based Learning I **Credits: 1**

Sustainability Technologies Certificate (C40370)

Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

Other Major Requirements

- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Total Credits: 15

Fall Semester I

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- SST 120 - Energy Use Analysis **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**

Sustainability Technologies, A.A.S. (A40370)

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**

- ENG 233 - Major American Writers **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Sciences Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

- ENV 110 - Environmental Science **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**
- SST 210 - Issues in Sustainability **Credits: 3**

Concentration Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ALT 250 - Thermal Systems **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- SST 130 - Modeling Renewable Energy **Credits: 3**

Other Major Requirements

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- CST 150 - Building Science **Credits: 3**
- CST 238 - Weatherization **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- SST 250 - Sustain Capstone Project **Credits: 3**

Sustainability Technologies Electives

(Take 6 credits)

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 211 - Residential System Design **Credits: 3**
- BIO 140 - Environmental Biology **Credits: 3 and**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- BPR 130 - Print Reading-Construction **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**
- DFT 151 - CAD I **Credits: 3**

- ELC 113 -Residential Wiring **Credits: 4**
- ELC 117 -Motors and Controls **Credits: 4**
- ELC 221 -Adv PV Sys Designs **Credits: 3**
- ENV 226 -Environmental Law **Credits: 3**
- HOR 160 -Plant Materials I **Credits: 3**
- MEC 130 -Mechanisms **Credits: 3**
- MNT 230 -Pumps & Piping Systems **Credits: 3**
- PLU 111 -Intro to Basic Plumbing **Credits: 2**
- WBL 111S -Work-Based Learning I **Credits: 1**
- WBL 121S -Work-Based Learning II **Credits: 1**

Total Credit Hours: 73

Fall Semester I

- CST 111 -Construction I **Credits: 4**
- ENG 111 -Writing and Inquiry **Credits: 3**
- SST 110 -Intro to Sustainability **Credits: 3**
- SST 140 -Green Bldg & Design Concepts **Credits: 3**
- Humanities/Fine Arts Elective

Spring Semester I

- CMT 210 -Construction Management Fund **Credits: 3**
- CMT 212 -Total Safety Performance **Credits: 3**
- CST 150 -Building Science **Credits: 3**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**
- SST 120 -Energy Use Analysis **Credits: 3**

Summer Semester I

- ALT 120 -Renewable Energy Tech **Credits: 3**
- ELC 111 -Intro to Electricity **Credits: 3**
- ENV 110 -Environmental Science **Credits: 3**
- SST 130 -Modeling Renewable Energy **Credits: 3**

Fall Semester II

- CST 238 -Weatherization **Credits: 3**
- ELC 220 -Photovoltaic Sys Tech **Credits: 3**
- ELC 230 -Wind & Hydro Power Sys **Credits: 3**
- SST 210 -Issues in Sustainability **Credits: 3**
- Sustainability Technologies Elective

Spring Semester II

- ALT 250 - Thermal Systems **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- SST 250 - Sustain Capstone Project **Credits: 3**
- Sustainability Technologies Elective
- Social/Behavioral Sciences Elective

Sustainability Technologies, Renewable Energy Technology Certificate (C40370R)

Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ALT 250 - Thermal Systems **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**

Other Major Requirements

- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**

Total Credits: 15

Fall Semester I

- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**

Spring Semester I

- ALT 250 - Thermal Systems **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Sustainability Technologies, Sustainable Building Technology Certificate (C40370S)

Major Requirements

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

- SST 130 - Modeling Renewable Energy **Credits: 3**

Other Major Requirements

- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- CST 150 - Building Science **Credits: 3**

Total Credits: 15

Fall Semester I

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- CST 150 - Building Science **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

Summer Semester I

- SST 130 - Modeling Renewable Energy **Credits: 3**

Truck Driver Training Certificate (C60300)

The Truck Driver Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

Major Requirements

- TRP 100 - Truck Driver Training **Credits: 12**

Total Credits: 12

Welding Technology Diploma (D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**
- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

Total Credits: 42

Fall Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**

- ENG 101 - Applied Communications I **Credits: 3**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**

Summer Semester I

- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

Welding Technology, GTAW/GMAW Certificate (C50420F)

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Major Requirements

- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**

Total Credits: 13

Fall Semester I

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Spring Semester I

- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**

Welding Technology, SMAW/GTAW Certificate (C50420)

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**

- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Major Requirements

- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**

Total Credits: 15

Fall Semester I

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Spring Semester I

- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**

College Transfer/University Parallel Programs

College Transfer/University Parallel Programs

College Transfer/University Parallel Programs

Associate in Arts (A10100)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented in the fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Arts degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the UNC System with junior status. To graduate from CFCC under this agreement, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or better, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC will accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

It is the responsibility of the student to meet all graduation requirements.

Students are advised to take ACA 122 - College Transfer Success in their first or second semester and create a suitable plan of study. Students are required to demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CTS 115 or CSC 120 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: <http://cfcc.edu/transfer/current-student/>.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: <http://cfcc.edu/transfer/curriculum-pathways/>.

The Associate in Arts program requirements are outlined as follows:

1. Universal General Education Transfer Component (32-33 semester-hour credits)—These courses are sometimes referred to as the UGETC courses and are supposed to transfer for equivalency credit at the 16 University of North Carolina institutions.
2. Additional General Education Courses (14 semester-hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (14 semester-hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on the intended major of the senior institution.

Universal General Education Transfer Component (Credits: 32-33)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (Credits: 9)

Select one course from each group below.

Group I-Choose one course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Group II-Choose one course:

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Group III-Choose one unused course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 9)

Select one course from each group below.

Group I-Choose one course:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II-Choose one course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Group III-Choose one unused course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**

- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (Credits: 3/4)

Choose one course:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (Credits: 4)

Choose one course (Reminder: AST 111 and PHY 110 have mandatory labs.):

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Additional General Education Courses (Credits: 15)

Critical Thinking (Credits: 6)

Choose two courses (Reminder: BIO 140 and CHM 131 have mandatory labs.):

- ART 116 - Survey of American Art **Credits: 3**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- CHM 131 - Introduction to Chemistry **Credits: 3**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- CHM 152 - General Chemistry II **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**

- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 121 - The Nature of America **Credits: 3**
- HUM 122 - Southern Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 161 - Advanced Film Studies **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- MUS 113 - American Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**
- POL 110 - Intro Political Science **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Global Awareness and Foreign languages (Credits: 9)

Choose three courses (Reminder: ASL 111, ASL 112, ASL 211, FRE 111, FRE 112, GER 111, GER 112, SPA 111, and SPA 112 have mandatory labs.):

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 211 - Intermediate ASL I **Credits: 3**
- ASL 212 - Intermediate ASL II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**

- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**
- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HUM 120 - Cultural Studies **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**

Other Required Hours (Credits: 14)

Select a minimum of 14 semester-hour credits, based on your intended major and senior institution. The following two courses are required: ACA 122 (recommended during the student's first or second semester at CFCC) and COM 110 or COM 120 or COM 140 or COM 231.

Required course:

- ACA 122 - College Transfer Success **Credits: 1**

Required course:

(Choose one.)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Other Electives (Credits: 10)

(Reminder: AST 111, BIO 140 and PHY 110 have mandatory labs.).

Accounting:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**

Anthropology:

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**

Art:

- ART 111 - Art Appreciation **Credits: 3**
- ART 113 - Art Methods and Materials **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 214 - Portfolio and Resume **Credits: 1**
- ART 215 - Visual Art Portfolio **Credits: 3**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 245 - Metals I **Credits: 3**
- ART 246 - Metals II **Credits: 3**
- ART 247 - Jewelry I **Credits: 3**
- ART 248 - Jewelry II **Credits: 3**
- ART 260 - Photography Appreciation **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 262 - Photography II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**
- ART 265 - Digital Photography II **Credits: 3**

- ART 266 - Videography I **Credits: 3**
- ART 267 - Videography II **Credits: 3**
- ART 271 - Computer Art II **Credits: 3**
- ART 275 - Introduction to Graphic Design **Credits: 3**
- ART 276 - Interactive Media Design **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- ART 284 - Ceramics II **Credits: 3**
- ART 285 - Ceramics III **Credits: 3**
- ART 286 - Ceramics IV **Credits: 3**

American Sign Language:

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**
- ASL 211 - Intermediate ASL I **Credits: 3**
- ASL 212 - Intermediate ASL II **Credits: 3**
- ASL 281 - ASL Lab 3 **Credits: 1**

Astronomy:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Biology:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- BIO 143 - Field Biology Minicourse **Credits: 2**
- BIO 150 - Genetics in Human Affairs **Credits: 3**
- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**
- BIO 250 - Genetics **Credits: 4**

Business:

- BUS 110 - Introduction to Business **Credits: 3**

- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Chemistry:

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- CHM 131 - Introduction to Chemistry **Credits: 3**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**

Information Systems:

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**

Criminal Justice:

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Communication:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**
- COM 150 - Intro. to Mass Com m. **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Computer Science:

- CSC 151 - JAVA Programming **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**

Computer Info Tech:

- CTS 115 - Info Sys Business Concepts **Credits: 3**

Drafting:

- DFT 170 - Engineering Graphics **Credits: 3**

Drama/Theatre:

- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 120 - Voice for Performance **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 128 - Children's Theatre **Credits: 3**
- DRA 130 - Acting I **Credits: 3**
- DRA 131 - Acting II **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 136 - Acting for the Camera II **Credits: 3**
- DRA 140 - Stagecraft I **Credits: 3**
- DRA 141 - Stagecraft II **Credits: 3**
- DRA 142 - Costuming **Credits: 3**
- DRA 145 - Stage Make-Up **Credits: 2**
- DRA 170 - Play Production I **Credits: 3**
- DRA 171 - Play Production II **Credits: 3**
- DRA 175 - Teleplay Production I **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- DRA 230 - Acting III **Credits: 3**
- DRA 231 - Acting IV **Credits: 3**
- DRA 240 - Lighting for the Theatre **Credits: 3**
- DRA 260 - Directing **Credits: 3**
- DRA 270 - Play Production III **Credits: 3**
- DRA 271 - Play Production IV **Credits: 3**

Economics:

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**

Education:

- EDU 216 - Foundations of Education **Credits: 3**

Engineering:

- EGR 150 - Intro to Engineering **Credits: 2**
- EGR 212 - Logic System Design I **Credits: 3**
- EGR 214 - Num Methods for Engineers **Credits: 3**
- EGR 220 - Engineering Statics **Credits: 3**
- EGR 225 - Engineering Dynamics **Credits: 3**

English:

- ENG 114 - Prof Research & Reporting **Credits: 3**
- ENG 125 - Creative Writing I **Credits: 3**
- ENG 126 - Creative Writing II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 272 - Southern Literature **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**

French:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**

Geology:

- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**

German:

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**

Health:

- HEA 110 - Personal Health/Wellness **Credits: 3**

History:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Humanities:

- HUM 115 - Critical Thinking **Credits: 3**
- HUM 120 - Cultural Studies **Credits: 3**
- HUM 121 - The Nature of America **Credits: 3**
- HUM 122 - Southern Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 161 - Advanced Film Studies **Credits: 3**
- HUM 170 - The Holocaust **Credits: 3**
- HUM 180 - International Cultural Exploration **Credits: 3**

Mathematics:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- MAT 280 - Linear Algebra **Credits: 3**
- MAT 285 - Differential Equations **Credits: 3**

Music:

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 123 - Music Composition **Credits: 1**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**

- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**
- MUS 161 - Applied Music I **Credits: 2**
- MUS 162 - Applied Music II **Credits: 2**
- MUS 170 - Business of Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 214 - Electronic Music I **Credits: 2**
- MUS 215 - Electronic Music II **Credits: 2**
- MUS 221 - Music Theory III **Credits: 3**
- MUS 222 - Music Theory IV **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 251 - Class Music III **Credits: 1**
- MUS 252 - Class Music IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**
- MUS 260 - Intro to Music Education **Credits: 2**
- MUS 261 - Applied Music III **Credits: 2**
- MUS 262 - Applied Music IV **Credits: 2**

Physical Education:

- PED 110 - Fit and Well for Life **Credits: 2**
- PED 113 - Aerobics I **Credits: 1**
- PED 117 - Weight Training I **Credits: 1**
- PED 120 - Walking for Fitness **Credits: 1**
- PED 122 - Yoga I **Credits: 1**
- PED 123 - Yoga II **Credits: 1**
- PED 125 - Self-Defense: Beginning **Credits: 1**
- PED 128 - Golf-Beginning **Credits: 1**
- PED 129 - Golf-Intermediate **Credits: 1**
- PED 130 - Tennis-Beginning **Credits: 1**
- PED 131 - Tennis-Intermediate **Credits: 1**
- PED 143 - Volleyball-Beginning **Credits: 1**

- PED 145 -Basketball-Beginning **Credits: 1**
- PED 149 -Flag Football **Credits: 1**
- PED 170 -Backpacking **Credits: 1**
- PED 210 -Team Sports **Credits: 1**
- PED 216 -Indoor Cycling **Credits: 1**
- PED 219 -Disc Golf **Credits: 1**
- PED 233 -Ju-Jitsu **Credits: 1**
- PED 235 -Tai Chi **Credits: 1**

Philosophy:

- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 220 -Western Philosophy I **Credits: 3**
- PHI 230 -Introduction to Logic **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Physics:

- PHY 110 -Conceptual Physics **Credits: 3**
- PHY 110A -Conceptual Physics Lab **Credits: 1**
- PHY 151 -College Physics I **Credits: 4**
- PHY 152 -College Physics II **Credits: 4**
- PHY 251 -General Physics I **Credits: 4**
- PHY 252 -General Physics II **Credits: 4**

Political Science:

- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 210 -Comparative Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**

Psychology:

- PSY 150 -General Psychology **Credits: 3**
- PSY 241 -Developmental Psych **Credits: 3**
- PSY 259 -Human Sexuality **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**

Religion:

- REL 110 -World Religions **Credits: 3**
- REL 111 -Eastern Religions **Credits: 3**
- REL 112 -Western Religions **Credits: 3**
- REL 211 -Intro to Old Testament **Credits: 3**
- REL 212 -Intro to New Testament **Credits: 3**

- REL 221 - Religion in America **Credits: 3**

Sociology:

- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**
- SOC 242 - Sociology of Deviance **Credits: 3**

Spanish:

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 141 - Culture and Civilization **Credits: 3**
- SPA 161 - Cultural Immersion **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**

Total Requirement in Semester Hours: 60-61

Associate in Arts Elementary Education (A10100EE)

Universal General Education Transfer Component (Credits: 32)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (Credits: 9)

Select one course from each group below.

Group I

Choose one course.

- COM 231 - Public Speaking **Credits: 3**

Group II

Choose one course.

- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Group III

Choose one course.

- ENG 231 -American Literature I **Credits: 3**

Social/Behavioral Sciences (Credits: 9)

Select one course from each group below.

Group I

Choose one course.

- HIS 111 -World Civilizations I **Credits: 3**
- HIS 112 -World Civilizations II **Credits: 3**

Group II

Choose one course.

- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**

Group III

Choose one course.

- PSY 150 -General Psychology **Credits: 3**

Mathematics (Credits: 4)

- MAT 171 -Precalculus Algebra **Credits: 4**

Natural Sciences (Credits: 4)

Select one course below.

- BIO 110 -Principles of Biology **Credits: 4**
- BIO 111 -General Biology I **Credits: 4**

Additional General Education Courses (Credits: 16)

Critical Thinking (Credits: 7)

Take two courses.

- PSY 263 - Educational Psychology **Credits: 3**

Choose a second science from the following 4:

- AST 151 - General Astronomy I **Credits: 3**
- AST 151A - General Astronomy I Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Global Awareness/Foreign Language (Credits: 9)

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 211 - Intermediate ASL I **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 211 - Intermediate Spanish I **Credits: 3**

Other Required Hours (Credits: 15)

Required Course: Academic Transition

- ACA 122 - College Transfer Success **Credits: 1**

Other Required Hours (Credits: 14)

- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**
- EDU 216 - Foundations of Education **Credits: 3**
- ENG 125 - Creative Writing I **Credits: 3**
- MAT 141 Mathematical Concepts I **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**

Total Credits: 63

Fall Semester I

- ACA 122 - College Transfer Success **Credits: 1**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
OR
- ASL 111 - Elementary ASL **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**

15 Credits

Spring Semester I

- ENG 112 - Writing/Research in the Disc **Credits: 3**

- BIO 110 - Principles of Biology **Credits: 4**
OR
- BIO 111 - General Biology I **Credits: 4**

- HIS 131 - American History I **Credits: 3**
OR
- HIS 132 - American History II **Credits: 3**

- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 182 - Spanish Lab 2 **Credits: 1**
OR
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 182 - ASL Lab 2 **Credits: 1**

14 Credits

Summer Semester I

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

6 Credits

Fall Semester II

- EDU 216 - Foundations of Education **Credits: 3**
- PSY 263 - Educational Psychology **Credits: 3**

- HIS 111 - World Civilizations I **Credits: 3**
OR
- HIS 112 - World Civilizations II **Credits: 3**

- SPA 211 - Intermediate Spanish I **Credits: 3**
OR
- ASL 211 - Intermediate ASL **Credits: 3**

15 Credits

Spring Semester II

- PHI 215 - Philosophical Issues **Credits: 3**
OR
- PHI 240 - Introduction to Ethics **Credits: 3**

- ENG 231 - American Literature I **Credits: 3**
MAT 141: 3 Credits
Lab Science Elective: 4 credits

13 Credits

Associate in Engineering (A10500)

Associate in Engineering Program – A10500

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The degree plan includes required general education and prerequisite courses that are acceptable to all state-funded Bachelor of Engineering programs.

Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

General Education Requirements (45 credits)

English Composition

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts

Take 2 groups

Group 1

Take 3 credits

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**

Group 2

Take 3 credits

- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Sciences

Take 2 Groups

Group 1

- ECO 251 - Prin of Microeconomics **Credits: 3**

Group 2

Take 3 credits

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics

Take 12 credits

- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**

Natural Sciences

- Take 12 credits
- CHM 151 - General Chemistry I **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Other General Education

- Take 3 Credits
- BIO 111 - General Biology I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- GEL 111 - Geology **Credits: 4**

Other Required Hours (15 credits)

Required Courses

- Take 3 credits
- ACA 122 - College Transfer Success **Credits: 1**
- EGR 150 - Intro to Engineering **Credits: 2**

Other Required Hours

- Take 3 credits
- DFT 170 - Engineering Graphics **Credits: 3**

Pre-major Electives Group 1

- Take 3 credits
- EGR 212 - Logic System Design I **Credits: 3**
- EGR 214 - Num Methods for Engineers **Credits: 3**
- EGR 220 - Engineering Statics **Credits: 3**
- EGR 225 - Engineering Dynamics **Credits: 3**

Other Gen Ed & Pre Major 2

- Take 6 credits
- BIO 111 - General Biology I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**
- CSC 151 - JAVA Programming **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- EGR 212 - Logic System Design I **Credits: 3**

- EGR 214 - Num Methods for Engineers **Credits: 3**
- EGR 220 - Engineering Statics **Credits: 3**
- EGR 225 - Engineering Dynamics **Credits: 3**
- GEL 111 - Geology **Credits: 4**
- MAT 280 - Linear Algebra **Credits: 3**
- MAT 285 - Differential Equations **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**

Total Credits: 60

Associate in Fine Arts, Music (A10700)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade point average. (Reminder: While CFCC will accept a grade of "C-," some senior institutions will not accept this grade.) Students must always comply with the admission requirements of the receiving institution.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites

The following website provides more CFCC college transfer and advising information:
<http://cfcc.edu/transfer/>. The following website lists the academic programs offered at the sixteen (16) UNC institutions: <http://www.northcarolina.edu/apps/programs/index.php>.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example:
https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The general education core consists of 28 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

General Education Requirements (25 credits)

English Composition (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (3 credits)

Select one course from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 credits)

Minimum 2 subjects

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Natural Sciences (4 credits)

Take 1 of 6 Groups

Group 1

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2

- BIO 110 - Principles of Biology **Credits: 4**

Group 3

- BIO 111 - General Biology I **Credits: 4**

Group 4

- CHM 151 - General Chemistry I **Credits: 4**

Group 5

- GEL 111 - Geology **Credits: 4**

Group 6

- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Mathematics (3 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Additional General Education (3 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Other Required Hours (35 credits)

Music Theory (8 credits)

- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 125 - Aural Skills I **Credits: 1**
- MUS 126 - Aural Skills II **Credits: 1**

Applied Music (4 credits)

- MUS 161 - Applied Music I **Credits: 2**
- MUS 162 - Applied Music II **Credits: 2**

Ensemble (2 credits)

- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**

Class Music (2 credits)

- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**

Music Electives (18 credits)

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 123 - Music Composition **Credits: 1**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 170 - Business of Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**

- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**
- MUS 260 - Intro to Music Education **Credits: 2**
- MUS 261 - Applied Music III **Credits: 2**
- MUS 262 - Applied Music IV **Credits: 2**

Academic Transition (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Total Credits: 60

Associate in Fine Arts, Theatre (A10800)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 31 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 31 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

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Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example:
https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The Theatre program is designed for students who plan to receive a Bachelor of Fine Arts Degree in Theatre. The general education core consists of 31 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

General Education Core (Credits: 28)

Universal General Education Transfer Component (Credits: 31)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (Credits: 3)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (Credits: 6)

Select two courses from the following:

- ART 111 - Art Appreciation **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 9)

Select one course from each group below:

Group I

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Group III

Choose one unused course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (Credits: 3/4)

Select one course from the following:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (Credits: 4)

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.):

- AST 111 - Descriptive Astronomy **Credits: 3 and**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Hours (Credits: 29)

College Success Course (Credits: 1)

- ACA 122 - College Transfer Success **Credits: 1**

Additional Theatre Courses (Credits: 6)

- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**

Acting/Technical Tracks (Credits: 9)

Select one of the following tracks:

Acting Track

- DRA 130 - Acting I **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Technical Track

- DRA 140 - Stagecraft I **Credits: 3**
- DRA 141 - Stagecraft II **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Additional Hours (Credits: 13)

An additional 13 SHC should be selected from the courses listed below. Students should select courses based on their intended major and transfer university.

- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 120 - Voice for Performance **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 128 - Children's Theatre **Credits: 3**
- DRA 130 - Acting I **Credits: 3**
- DRA 131 - Acting II **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 136 - Acting for the Camera II **Credits: 3**
- DRA 140 - Stagecraft I **Credits: 3**

- DRA 141 - Stagecraft II **Credits: 3**
- DRA 142 - Costuming **Credits: 3**
- DRA 145 - Stage Make-Up **Credits: 2**
- DRA 170 - Play Production I **Credits: 3**
- DRA 171 - Play Production II **Credits: 3**
- DRA 175 - Teleplay Production I **Credits: 3**
- DRA 240 - Lighting for the Theatre **Credits: 3**
- DRA 260 - Directing **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**

Total Requirement in Semester Hours: 60/61

Acting Track

Fall Semester I

- ACA 122 - College Transfer Success **Credits: 1**
- DRA 130 - Acting I **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- COM 231 - Public Speaking **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- Elective Courses

Fall Semester II

- Elective Courses
- Humanities/Fine Arts
- Mathematics
- Social Sciences

Spring Semester II

- Elective Courses
- Humanities/Fine Arts
- Natural Sciences
- Social Sciences

Technical Track

Fall Semester I

- ACA 122 - College Transfer Success **Credits: 1**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**

Spring Semester I

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- Elective Courses
- Social Sciences
- Humanities/Fine Arts

Fall Semester II

- Elective Courses
- Humanities/Fine Arts
- Mathematics
- Social Sciences
- DRA 141 - Stagecraft II **Credits: 3**

Spring Semester II

- Elective Courses
- Humanities/Fine Arts
- Natural Sciences
- Social Sciences

Associate in Fine Arts, Visual Arts (A10600)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 25 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a

grade of "C" or higher on the first attempt. Since this program has only 25 credit hours in the general education core, students may be required to fulfill their basic studies requirements after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites

The following website provides more CFCC college transfer and advising information:
<http://cfcc.edu/transfer/>.

The following website lists the academic programs offered at the sixteen (16) UNC institutions:
<http://www.northcarolina.edu/apps/programs/index.php>.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example:
https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

While the courses in this pre-major are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete this pre-major or the Associate in Arts program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Universal General Education Transfer Component (25 credits)

English Composition (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (3 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 credits)

Select one course from the following:

- ART 111 - Art Appreciation **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 credits)

Select one course from each group below:

Group I

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3/4 credits)

Select one course from the following:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (4 credits)

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.)

- AST 111 - Descriptive Astronomy **Credits: 3 and**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Hours (35 credits)

College Success Course (1 credits)

- ACA 122 - College Transfer Success **Credits: 1**

Additional UGETC ART Courses (6 credits)

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**

Other Required ART Courses (9 credits)

- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**

Additional Hours (19 credits)

An additional 19 SHC of courses should be selected from the courses listed below. Students should select these courses based on their intended major and transfer university.

- ART 113 - Art Methods and Materials **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 215 - Visual Art Portfolio **Credits: 3**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**

- ART 245 -Metals I **Credits: 3**
- ART 246 -Metals II **Credits: 3**
- ART 247 -Jewelry I **Credits: 3**
- ART 248 -Jewelry II **Credits: 3**
- ART 260 -Photography Appreciation **Credits: 3**
- ART 261 -Photography I **Credits: 3**
- ART 262 -Photography II **Credits: 3**
- ART 264 -Digital Photography I **Credits: 3**
- ART 265 -Digital Photography II **Credits: 3**
- ART 266 -Videography I **Credits: 3**
- ART 267 -Videography II **Credits: 3**
- ART 271 -Computer Art II **Credits: 3**
- ART 275 -Introduction to Graphic Design **Credits: 3**
- ART 276 -Interactive Media Design **Credits: 3**
- ART 281 -Sculpture I **Credits: 3**
- ART 282 -Sculpture II **Credits: 3**
- ART 283 -Ceramics I **Credits: 3**
- ART 284 -Ceramics II **Credits: 3**
- ART 285 -Ceramics III **Credits: 3**
- ART 286 -Ceramics IV **Credits: 3**
- MAT 172 -Precalculus Trigonometry **Credits: 4**
- PED 110 -Fit and Well for Life **Credits: 2**

Total Requirement in Semester Hours: 60/61

Fall I

- ACA 122 -College Transfer Success **Credits: 1**
- ART 114 -Art History Survey I **Credits: 3**
- ART 121 -Two-Dimensional Design **Credits: 3**
- ART 122 -Three-Dimensional Design **Credits: 3**
- COM 231 -Public Speaking **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**

Spring I

- ART 115 -Art History Survey II **Credits: 3**
- ART 131 -Drawing I **Credits: 3**
- ENG 112 -Writing/Research in the Disc **Credits: 3**
- Art Electives

Fall II

- Social Sciences
- Mathematics
- Humanities/Fine Arts

- Art Electives

Spring II

- Social Sciences
- Natural Sciences
- Art Electives

Associate in Science (A10400)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Science degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the University of North Carolina System with junior status. Students in this program may choose majors in architecture, agriculture, biology, chemistry, computer science, dentistry, forestry, mathematics, medicine, pharmacy, and textiles. To graduate from CFCC, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or above, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC may accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

This plan of study is subject to change when the college thinks that such action is in the best interest of the student or the program. It is the responsibility of the student to meet all graduation requirements.

When students enroll at CFCC, they are advised to take ACA 122 - College Transfer Success in their first or second semester and create a suitable plan of study. Students must also demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or the Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: <http://cfcc.edu/transfer/current-student/>.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: <http://cfcc.edu/transfer/curriculum-pathways/>.

The Associate in Science program requirements are outlined as follows:

1. Universal General Education Transfer Component (34 semester hour credits)—These courses are sometimes referred to as the UGETC courses and will transfer for equivalency credit at the 16 University of North Carolina institutions.

2. Additional General Education Courses (11 semester hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (15 semester hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on their intended major and the senior institution of choice.

Universal General Education Transfer Component (Credits: 34)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (Credits: 6)

Select one course from each group below.

Group I-Choose one course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Group II-Choose one course:

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 6)

Select one course from each group below.

Group I-Choose one course:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II-Choose one course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (Credits: 8)

Choose two courses:

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (Credits: 8)

Choose one pair of courses from one group.

Group 1

- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**

Group II

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Group III

- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**

Group IV

- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Additional General Education Courses (Credits: 11)

Science and Quantitative Reasoning (Credits: 8)

Take 8 SHC from the following courses:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Required Course (Credits: 3)

Choose one from the following:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Other Required Electives (Credits: 15)

Reminder: ACA 122 is a required course, and students should take it during their first or second semester of enrollment at CFCC. The selection of the additional unused courses should be based on the student's intended major and respective senior institution. AST 111, BIO 140, CHM 131, PHY 110, all elementary foreign languages, and ASL 211 have mandatory labs.

Required course:

- ACA 122 - College Transfer Success **Credits: 1**

Electives (Credits: 14)

Accounting:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**

Anthropology:

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**

Art:

- ART 111 - Art Appreciation **Credits: 3**
- ART 113 - Art Methods and Materials **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 214 - Portfolio and Resume **Credits: 1**
- ART 215 - Visual Art Portfolio **Credits: 3**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 245 - Metals I **Credits: 3**
- ART 246 - Metals II **Credits: 3**
- ART 247 - Jewelry I **Credits: 3**
- ART 248 - Jewelry II **Credits: 3**
- ART 260 - Photography Appreciation **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 262 - Photography II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**
- ART 265 - Digital Photography II **Credits: 3**
- ART 266 - Videography I **Credits: 3**
- ART 267 - Videography II **Credits: 3**
- ART 271 - Computer Art II **Credits: 3**
- ART 275 - Introduction to Graphic Design **Credits: 3**

- ART 276 - Interactive Media Design **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- ART 284 - Ceramics II **Credits: 3**
- ART 285 - Ceramics III **Credits: 3**
- ART 286 - Ceramics IV **Credits: 3**

American Sign Language:

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**
- ASL 211 - Intermediate ASL I **Credits: 3**
- ASL 212 - Intermediate ASL II **Credits: 3**
- ASL 281 - ASL Lab 3 **Credits: 1**

Astronomy:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Biology:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- BIO 143 - Field Biology Minicourse **Credits: 2**
- BIO 150 - Genetics in Human Affairs **Credits: 3**
- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**
- BIO 250 - Genetics **Credits: 4**

Business:

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Chemistry:

- CHM 130 -Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A -Gen, Org, & Biochem Lab **Credits: 1**
- CHM 131 -Introduction to Chemistry **Credits: 3**
- CHM 131A -Intro to Chemistry Lab **Credits: 1**
- CHM 151 -General Chemistry I **Credits: 4**
- CHM 152 -General Chemistry II **Credits: 4**
- CHM 251 -Organic Chemistry I **Credits: 4**
- CHM 252 -Organic Chemistry II **Credits: 4**

Information Systems:

- CIS 110 -Introduction to Computers **Credits: 3**
- CIS 115 -Intro to Prog & Logic **Credits: 3**

Criminal Justice:

- CJC 111 -Intro to Criminal Justice **Credits: 3**
- CJC 121 -Law Enforcement Operations **Credits: 3**
- CJC 141 -Corrections **Credits: 3**

Communication:

- COM 110 -Introduction to Communication **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**
- COM 140 -Intro Intercultural Com **Credits: 3**
- COM 150 -Intro. to Mass Comm. **Credits: 3**
- COM 231 -Public Speaking **Credits: 3**

Computer Science:

- CSC 120 -Computing Fundamentals I **Credits: 4**
- CSC 151 -JAVA Programming **Credits: 3**

Computer Info Tech:

- CTS 115 -Info Sys Business Concepts **Credits: 3**

Drama/Theatre:

- DRA 111 -Theatre Appreciation **Credits: 3**
- DRA 112 -Literature of the Theatre **Credits: 3**
- DRA 120 -Voice for Performance **Credits: 3**
- DRA 122 -Oral Interpretation **Credits: 3**
- DRA 126 -Storytelling **Credits: 3**

- DRA 128 -Children's Theatre **Credits: 3**
- DRA 130 -Acting I **Credits: 3**
- DRA 131 -Acting II **Credits: 3**
- DRA 135 -Acting for the Camera I **Credits: 3**
- DRA 136 -Acting for the Camera II **Credits: 3**
- DRA 140 -Stagecraft I **Credits: 3**
- DRA 141 -Stagecraft II **Credits: 3**
- DRA 142 -Costuming **Credits: 3**
- DRA 145 -Stage Make-Up **Credits: 2**
- DRA 170 -Play Production I **Credits: 3**
- DRA 171 -Play Production II **Credits: 3**
- DRA 175 -Teleplay Production I **Credits: 3**
- DRA 211 -Theatre History I **Credits: 3**
- DRA 212 -Theatre History II **Credits: 3**
- DRA 230 -Acting III **Credits: 3**
- DRA 231 -Acting IV **Credits: 3**
- DRA 240 -Lighting for the Theatre **Credits: 3**
- DRA 260 -Directing **Credits: 3**
- DRA 270 -Play Production III **Credits: 3**
- DRA 271 -Play Production IV **Credits: 3**

Economics:

- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**

Education:

- EDU 216 -Foundations of Education **Credits: 3**

Engineering:

- EGR 150 -Intro to Engineering **Credits: 2**
- EGR 212 -Logic System Design I **Credits: 3**
- EGR 214 -Num Methods for Engineers **Credits: 3**
- EGR 220 -Engineering Statics **Credits: 3**
- EGR 225 -Engineering Dynamics **Credits: 3**

English:

- ENG 114 -Prof Research & Reporting **Credits: 3**
- ENG 125 -Creative Writing I **Credits: 3**
- ENG 126 -Creative Writing II **Credits: 3**
- ENG 131 -Introduction to Literature **Credits: 3**
- ENG 231 -American Literature I **Credits: 3**
- ENG 232 -American Literature II **Credits: 3**

- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 272 - Southern Literature **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**

French:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**

Geology:

- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**

German:

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**

Health:

- HEA 110 - Personal Health/Wellness **Credits: 3**

History:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Humanities:

- HUM 115 -Critical Thinking **Credits: 3**
- HUM 120 -Cultural Studies **Credits: 3**
- HUM 121 -The Nature of America **Credits: 3**
- HUM 122 -Southern Culture **Credits: 3**
- HUM 160 -Introduction to Film **Credits: 3**
- HUM 161 -Advanced Film Studies **Credits: 3**
- HUM 170 -The Holocaust **Credits: 3**
- HUM 180 -Internat Cultural Explor **Credits: 3**

Mathematics:

- MAT 143 -Quantitative Literacy **Credits: 3**
- MAT 152 -Statistical Methods I **Credits: 4**
- MAT 171 -Precalculus Algebra **Credits: 4**
- MAT 172 -Precalculus Trigonometry **Credits: 4**
- MAT 263 -Brief Calculus **Credits: 4**
- MAT 271 -Calculus I **Credits: 4**
- MAT 272 -Calculus II **Credits: 4**
- MAT 273 -Calculus III **Credits: 4**

Music:

- MUS 110 -Music Appreciation **Credits: 3**
- MUS 111 -Fundamentals of Music **Credits: 3**
- MUS 112 -Introduction to Jazz **Credits: 3**
- MUS 113 -American Music **Credits: 3**
- MUS 114 -Non-Western Music **Credits: 3**
- MUS 121 -Music Theory I **Credits: 3**
- MUS 122 -Music Theory II **Credits: 3**
- MUS 123 -Music Composition **Credits: 1**
- MUS 131 -Chorus I **Credits: 1**
- MUS 132 -Chorus II **Credits: 1**
- MUS 133 -Band I **Credits: 1**
- MUS 134 -Band II **Credits: 1**
- MUS 135 -Jazz Ensemble I **Credits: 1**
- MUS 136 -Jazz Ensemble II **Credits: 1**
- MUS 137 -Orchestra I **Credits: 1**
- MUS 138 -Orchestra II **Credits: 1**
- MUS 141 -Ensemble I **Credits: 1**
- MUS 142 -Ensemble II **Credits: 1**
- MUS 151 -Class Music I **Credits: 1**
- MUS 152 -Class Music II **Credits: 1**
- MUS 161 -Applied Music I **Credits: 2**
- MUS 162 -Applied Music II **Credits: 2**
- MUS 170 -Business of Music **Credits: 3**
- MUS 210 -History of Rock Music **Credits: 3**
- MUS 211 -History of Country Music **Credits: 3**

- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 214 - Electronic Music I **Credits: 2**
- MUS 215 - Electronic Music II **Credits: 2**
- MUS 221 - Music Theory III **Credits: 3**
- MUS 222 - Music Theory IV **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 251 - Class Music III **Credits: 1**
- MUS 252 - Class Music IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**
- MUS 260 - Intro to Music Education **Credits: 2**
- MUS 261 - Applied Music III **Credits: 2**
- MUS 262 - Applied Music IV **Credits: 2**

Physical Education:

- PED 110 - Fit and Well for Life **Credits: 2**
- PED 113 - Aerobics I **Credits: 1**
- PED 117 - Weight Training I **Credits: 1**
- PED 120 - Walking for Fitness **Credits: 1**
- PED 122 - Yoga I **Credits: 1**
- PED 123 - Yoga II **Credits: 1**
- PED 125 - Self-Defense: Beginning **Credits: 1**
- PED 128 - Golf-Beginning **Credits: 1**
- PED 129 - Golf-Intermediate **Credits: 1**
- PED 130 - Tennis-Beginning **Credits: 1**
- PED 131 - Tennis-Intermediate **Credits: 1**
- PED 143 - Volleyball-Beginning **Credits: 1**
- PED 145 - Basketball-Beginning **Credits: 1**
- PED 149 - Flag Football **Credits: 1**
- PED 170 - Backpacking **Credits: 1**
- PED 210 - Team Sports **Credits: 1**
- PED 216 - Indoor Cycling **Credits: 1**
- PED 219 - Disc Golf **Credits: 1**
- PED 233 - Ju-Jitsu **Credits: 1**
- PED 235 - Tai Chi **Credits: 1**

Philosophy:

- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**

- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Physics:

- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**
- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Political Science:

- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**

Psychology:

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 259 - Human Sexuality **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Religion:

- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Sociology:

- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**
- SOC 242 - Sociology of Deviance **Credits: 3**

Spanish:

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 141 - Culture and Civilization **Credits: 3**
- SPA 161 - Cultural Immersion **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**

Total Requirement in Semester Hours: 60-61

Health Sciences Programs

Health Sciences

Health Sciences

Allied Health Department

Health Sciences Program

Dental Assisting Diploma (D45240)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued

improvement of dental and dental-related education programs, but it does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

General Education Requirements

Required

(Take 1 of 3 Groups)

Group 1

- ENG 102 - Applied Communications II **Credits: 3**

Group 2

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Group 3

- ENG 111 - Writing and Inquiry **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Science/Math Electives

(Take 1 of 3 Groups)

Group 1

- BIO 106 - Intro to Anat/Phys/Micro **Credits: 3**

Group 2

- BIO 168 - Anatomy and Physiology I **Credits: 4**

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**

Group 3

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 175 - General Microbiology **Credits: 3**

Major Requirements

- DEN 100 - Basic Orofacial Anatomy **Credits: 2**
- DEN 101 - Preclinical Procedures **Credits: 7**
- DEN 102 - Dental Materials **Credits: 4**
- DEN 103 - Dental Sciences **Credits: 2**
- DEN 104 - Dental Health Education **Credits: 3**
- DEN 105 - Practice Management **Credits: 2**
- DEN 106 - Clinical Practice I **Credits: 6**
- DEN 107 - Clinical Practice II **Credits: 5**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**

Other Major Requirements

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 47/59

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- DEN 100 - Basic Orofacial Anatomy **Credits: 2**
- DEN 101 - Preclinical Procedures **Credits: 7**
- DEN 102 - Dental Materials **Credits: 4**
- DEN 111 - Infection/Hazard Control **Credits: 2**

Spring Semester I

- DEN 103 - Dental Sciences **Credits: 2**
- DEN 104 - Dental Health Education **Credits: 3**
- DEN 106 - Clinical Practice I **Credits: 6**
- DEN 112 - Dental Radiography **Credits: 3**

- Social/Behavioral Science Elective

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- DEN 105 - Practice Management **Credits: 2**
- DEN 107 - Clinical Practice II **Credits: 5**
- English Elective
- Math/Natural Science Elective

Note:

There are additional requirements for equipment, insurance, books, and vaccinations. These requirements and expenses are outlined in the Dental Assisting information packet, available upon admittance.

Dental Hygiene, A.A.S. (A45260)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Dental Hygiene curriculum provides individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operator, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

General Education Requirements (16 credits)

Required (13 credits)

Take:

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- SOC 240 - Social Psychology **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Major Requirements (49 credits)

- BIO 175 - General Microbiology **Credits: 3**
- DEN 110 - Orofacial Anatomy **Credits: 3**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**
- DEN 120 - Dental Hyg Preclinic Lec **Credits: 2**
- DEN 121 - Dental Hygiene Precl Lab **Credits: 2**
- DEN 123 - Nutrition/Dental Health **Credits: 2**
- DEN 124 - Periodontology **Credits: 2**
- DEN 130 - Dental Hygiene Theory I **Credits: 2**
- DEN 131 - Dental Hygiene Clinic I **Credits: 3**
- DEN 140 - Dental Hygiene Theory II **Credits: 1**
- DEN 141 - Dental Hygiene Clinic II **Credits: 2**
- DEN 220 - Dental Hygiene Theory III **Credits: 2**
- DEN 221 - Dental Hygiene Clinic III **Credits: 4**
- DEN 222 - General & Oral Pathology **Credits: 2**
- DEN 223 - Dental Pharmacology **Credits: 2**
- DEN 224 - Materials and Procedures **Credits: 2**
- DEN 230 - Dental Hygiene Theory IV **Credits: 1**

- DEN 231 - Dental Hygiene Clinic IV **Credits: 4**
- DEN 232 - Community Dental Health **Credits: 3**
- DEN 233 - Professional Development **Credits: 2**

Anatomy & Physiology (4 credits)

- BIO 168 - Anatomy and Physiology I **Credits: 4**

Other Major Requirements

Chemistry (4 credits)

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**

Dental Hygiene (1 credit)

- DEN 125 - Dental Office Emergencies **Credits: 1**

Computer Literacy (2 credits)

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 75

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- DEN 110 - Orofacial Anatomy **Credits: 3**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**
- DEN 120 - Dental Hyg Preclinic Lec **Credits: 2 and**
- DEN 121 - Dental Hygiene Precl Lab **Credits: 2**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- CIS 111 - Basic PC Literacy **Credits: 2**
- DEN 124 - Periodontology **Credits: 2**
- DEN 130 - Dental Hygiene Theory I **Credits: 2**
- DEN 131 - Dental Hygiene Clinic I **Credits: 3**
- DEN 223 - Dental Pharmacology **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- BIO 175 - General Microbiology **Credits: 3**
- DEN 125 - Dental Office Emergencies **Credits: 1**
- DEN 140 - Dental Hygiene Theory II **Credits: 1**
- DEN 141 - Dental Hygiene Clinic II **Credits: 2**
- DEN 222 - General & Oral Pathology **Credits: 2**

Fall Semester II

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- DEN 123 - Nutrition/Dental Health **Credits: 2**
- DEN 220 - Dental Hygiene Theory III **Credits: 2**
- DEN 221 - Dental Hygiene Clinic III **Credits: 4**
- DEN 224 - Materials and Procedures **Credits: 2**
- SOC 240 - Social Psychology **Credits: 3**

Spring Semester II

- DEN 230 - Dental Hygiene Theory IV **Credits: 1**
- DEN 231 - Dental Hygiene Clinic IV **Credits: 4**
- DEN 232 - Community Dental Health **Credits: 3**
- DEN 233 - Professional Development **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- Humanities/Fine Arts Elective

Note:

There are additional requirements for insurance, instruments, books, criminal background checks, drug screens, medical physical exam, and vaccinations. These requirements and expenses are outlined in the Dental Hygiene Information Packet.

Early Childhood Education - B-K Licensure Transfer (A55220L)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

General Education Requirements (29 credits)

General Education

- BIO 110 - Principles of Biology **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Science

- Take 1 of 2 groups:
Group 1:
- AST 111 - Descriptive Astronomy **Credits: 3**
 - AST 111A - Descriptive Astronomy Lab **Credits: 1**
- Group 2:
- GEL 111 - Geology **Credits: 4**

Major Requirements (41 credits)

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements (3 credits)

- EDU 151A - Creative Activities Lab **Credits: 1**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Other Requirements (3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 151A - Creative Activities Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 110 - Principles of Biology **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 284 - Early Child Capstone Prac **Credits: 4**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
Natural Science Elective

Early Childhood Education Career Track A.A.S. (A55220C)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

General Education Requirements (15 credits)

General Ed Requirements (12 credits)

Take:

- ENG 111 - Writing and Inquiry **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts Elective (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Major Requirements (38 credits)

Required Courses

Take:

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**

- EDU 144 -Child Development I **Credits: 3**
- EDU 145 -Child Development II **Credits: 3**
- EDU 146 -Child Guidance **Credits: 3**
- EDU 151 -Creative Activities **Credits: 3**
- EDU 151A -Creative Activities Lab **Credits: 1**
- EDU 153 -Health, Safety and Nutrition **Credits: 3**
- EDU 221 -Children With Exceptionalities **Credits: 3**
- EDU 234 -Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A -Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 280 -Language/Literacy Experiences **Credits: 3**
- EDU 280A -Literacy Exp Lab **Credits: 1**
- EDU 284 -Early Child Capstone Prac **Credits: 4**

Other Major Requirements (15 credits)

Required Courses

Take:

- EDU 251 -Exploration Activities **Credits: 3**
- EDU 251A -Exploration Activities Lab **Credits: 1**
- EDU 259 -Curriculum Planning **Credits: 3**
- EDU 271 -Educational Technology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**

Electives

Take 1 course:

- EDU 188 -Issues in Early Child Ed **Credits: 3**
- EDU 235 -School-Age Develop & Programs **Credits: 3**
- EDU 261 -Early Childhood Adm in I **Credits: 3**
- EDU 262 -Early Childhood Admin II **Credits: 3**

Other Requirements (2 credits)

Take:

- CIS 111 -Basic PC Literacy **Credits: 2**

Total Credits: 70 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 -Writing and Inquiry **Credits: 3**
- EDU 119 -Intro to Early Child Educ **Credits: 4**

- EDU 151 - Creative Activities **Credits: 3**
- EDU 151A - Creative Activities Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
Early Childhood Elective

Summer I

- CIS 111 - Basic PC Literacy **Credits: 2**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**
- EDU 271 - Educational Technology **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 251 - Exploration Activities **Credits: 3**
- EDU 251A - Exploration Activities Lab **Credits: 1**
- EDU 284 - Early Child Capstone Prac **Credits: 4**
- SOC 210 - Introduction to Sociology **Credits: 3**

Early Childhood Education Certificate (C55220)

General Education Requirements

- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Total Credits: 16

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Early Childhood Education Diploma (D55220)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements

- EDU 151A - Creative Activities Lab **Credits: 1**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**

Other Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 45

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 151 - Creative Activities **Credits: 3 and**
- EDU 151A - Creative Activities Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3 and**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**

Spring Semester II

- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

**Early Childhood Education Non-Licensure Transfer
(A55220NL)**

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

General Education Requirements (29 credits)

General Education

- BIO 110 - Principles of Biology **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts

Take 6 credits:

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Science

Take 1 of 2 groups:

Group 1:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2:

- GEL 111 - Geology **Credits: 4**

Major Requirements (41 credits)

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**

- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 262 - Early Childhood Admin II **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements (3 credits)

- EDU 280A - Literacy Exp Lab **Credits: 1**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 151A - Creative Activities Lab **Credits: 1**

Other Requirements (3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 151A - Creative Activities Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 110 - Principles of Biology **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 262 - Early Childhood Admin II **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
Natural Science Elective

Human Services Technology, Substance Abuse Concentration A.A.S. (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

General Education Requirements (15 credits)

Communications (6 credits)

- Take: ENG 111 - Writing and Inquiry **Credits: 3**
- Take: ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

- Take one of the following courses:
- HUM 115 - Critical Thinking **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (3 credits)

- Take: PSY 241 - Developmental Psych **Credits: 3**

Natural Sciences/Math (3 credits)

- Take: MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements (25 credits)

- Take the following courses:
- HSE 110 - Intro to Human Services **Credits: 3**
- HSE 112 - Group Process I **Credits: 2**
- HSE 123 - Interviewing Techniques **Credits: 3**
- HSE 125 - Counseling **Credits: 3**
- HSE 210 - Human Services Issues **Credits: 2**
- HSE 225 - Crisis Intervention **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Concentration Requirements (18 credits)

- Take the following courses:
- SAB 110 - Substance Abuse Overview **Credits: 3**
- SAB 120 - Intake and Assessment **Credits: 3**
- SAB 125 - SA Case Management **Credits: 3**
- SAB 135 - Addictive Process **Credits: 3**
- SAB 240 - Sab Issues in Client Serv **Credits: 3**
- WBL 111U - Work-Based Learning I **Credits: 1**
- WBL 115U - Work-Based Learning Seminar I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**

Other Major Requirements (9 credits)

Required Subject Areas (3 credits)

- Take one of the following courses:
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Other Required Courses (6 credits)

- Take: CIS 110 - Introduction to Computers **Credits: 3**
- Take: SAB 210 - Sub Abuse Counseling **Credits: 3**

Total Credits: 67 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HSE 110 - Intro to Human Services **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SAB 110 - Substance Abuse Overview **Credits: 3**

Spring Semester I

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HSE 112 - Group Process I **Credits: 3**
- HSE 123 - Interviewing Techniques **Credits: 3**
- HSE 125 - Counseling **Credits: 3**
- SAB 120 - Intake and Assessment **Credits: 3**

Summer Semester I

- HSE 210 - Human Services Issues **Credits: 2**
- SAB 210 - Sub Abuse Counseling **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Requirement:

- HUM 115 - Critical Thinking **Credits: 3**
or
- PHI 240 - Introduction to Ethics **Credits: 3**

Fall Semester II

- PSY 241 - Developmental Psych **Credits: 3**
- SAB 135 - Addictive Process **Credits: 3**
- SAB 240 - Sub Issues in Client Serv **Credits: 3**

Required Subject Areas:

- SOC 213 - Sociology of the Family **Credits: 3**
or
- SOC 220 - Social Problems **Credits: 3**
- WBL 111U - Work-Based Learning I **Credits: 1**
- WBL 115U - Work-Based Learning Seminar I **Credits: 1**

Spring Semester II

- HSE 225 - Crisis Intervention **Credits: 3**

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SAB 125 - SA Case Management **Credits: 3**
- WBL 121 - Work-Based Learning II **Credits: 1**

Medical Assisting A.A.S. (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

General Education Requirements (15 credits)

Communications (6 credits)

- Take 3 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
- Take 3 credits from:
- COM 120 - Intro Interpersonal Com **Credits: 3**
- or
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 credits)

- Take 3 credits from:
- HUM 115 - Critical Thinking **Credits: 3**
- or
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (3 credits)

- Take: PSY 150 - General Psychology **Credits: 3**

Natural Science/Math (3 credits)

- Take: MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements (34 credits)

Required Courses (20 credits)

Take:

- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 130 - Admin Office Proc I **Credits: 2**
- MED 131 - Admin Office Proc II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MED 260 - MED Clinical Practicum **Credits: 5**

Required Subject Areas (14 credits)

Take:

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- OST 149 - Medical Legal Issues **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Requirements (20 credits)

Other Major Requirements (15 credits)

Take:

- MED 264 - Med Assisting Overview **Credits: 2**
- MED 270 - Symptomatology **Credits: 3**
- MED 272 - Drug Therapy **Credits: 3**
- MED 136 - Preventive Health **Credits: 2**
- MED 276 - Patient Education **Credits: 2**
- MED 274 - Diet Therapy/Nutrition **Credits: 3**

Computer Competency

Take 1 course:

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements (3 credits)

Take 3 credits:

- SPA 120 - Spanish for the Workplace **Credits: 3**

Total Credits: 69 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 130 - Admin Office Proc I **Credits: 2**
- OST 149 - Medical Legal Issues **Credits: 3**
- BIO 163 - Basic Anat & Physiology **Credits: 5**

Spring Semester I

- MED 122 - Medical Terminology II **Credits: 3**
- MED 131 - Admin Office Proc II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer I

- MED 260 - MED Clinical Practicum **Credits: 5**
- MED 264 - Med Assisting Overview **Credits: 2**
- MED 272 - Drug Therapy **Credits: 3**
- MED 274 - Diet Therapy/Nutrition **Credits: 3**

Fall Semester II

- MED 270 - Symptomatology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
Computer Competency Course - CIS 110 or 111
Communications Elective

Spring Semester II

- MED 136 - Preventive Health **Credits: 2**
- MED 276 - Patient Education **Credits: 2**
- SPA 120 - Spanish for the Workplace **Credits: 3**
Humanities/Fine Arts Elective

Occupational Therapy Assistant, A.A.S. (A45500)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

General Education Course

General Education

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

English

(Take 3 credits)

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**

- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Major Requirements

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- OTA 110 - Fundamentals of OT **Credits: 3**
- OTA 120 - OT Media I **Credits: 2**
- OTA 130 - Assessment Skills **Credits: 3**
- OTA 140 - Professional Skills I **Credits: 1**
- OTA 150 - Peds Concepts & Interventions **Credits: 3**
- OTA 161 - Fieldwork I-Placement 1 **Credits: 1**
- OTA 162 - Fieldwork I-Placement 2 **Credits: 1**
- OTA 163 - Fieldwork I-Placement 3 **Credits: 1**
- OTA 170 - Physical Conditions **Credits: 3**
- OTA 180 - Psychosocial Conditions **Credits: 3**
- OTA 220 - OT Media II **Credits: 3**
- OTA 240 - Professional Skills II **Credits: 1**
- OTA 250 - Adult Concepts & Interventions **Credits: 3**
- OTA 260 - Level II Fieldwork Placement 1 **Credits: 6**
- OTA 261 - Level II Fieldwork Placement 2 **Credits: 6**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Computer Literacy

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**

Occupational Therapy Assistant Electives

(Take 3 credits)

- BUS 230 - Small Business Management **Credits: 3**
- PSY 265 - Behavioral Modification **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Total Credits: 74/75

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-AOTA. Website: www.acoteonline.org

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- OTA 110 - Fundamentals of OT **Credits: 3**
- OTA 120 - OT Media I **Credits: 2**
- OTA 140 - Professional Skills I **Credits: 1**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- OTA 130 - Assessment Skills **Credits: 3**
- OTA 150 - Peds Concepts & Interventions **Credits: 3**
- OTA 161 - Fieldwork I-Placement 1 **Credits: 1**
- OTA 170 - Physical Conditions **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- OTA 162 - Fieldwork I-Placement 2 **Credits: 1**
- OTA 220 - OT Media II **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Fall Semester II

- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- OTA 163 - Fieldwork I-Placement 3 **Credits: 1**
- OTA 180 - Psychosocial Conditions **Credits: 3**
- OTA 240 - Professional Skills II **Credits: 1**
- OTA 250 - Adult Concepts & Interventions **Credits: 3**
- Humanities/Fine Arts Elective
- Occupational Therapy Assistant Elective

Spring Semester II

- OTA 260 - Level II Fieldwork Placement 1 **Credits: 6**
- OTA 261 - Level II Fieldwork Placement 2 **Credits: 6**

Note:

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 12 months of completion of the didactic course work.

Pharmacy Technology Diploma (D45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

General Education Requirements

General Education

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Psychology

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**

- PHM 115 - Pharmacy Calculations **Credits: 3**
- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Other Major Requirements

Other Major Course

- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Computer Literacy

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 47/48

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**
- PHM 115 - Pharmacy Calculations **Credits: 3 and**
- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Spring Semester I

- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**
- PSY 118 - Interpersonal Psychology **Credits: 3 or**
- PSY 150 - General Psychology **Credits: 3**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Pharmacy Technology, A.A.S. (A45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

General Education Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- HUM 115 - Critical Thinking **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math

(Take 3 credits)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Psychology

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**

- PSY 150 -General Psychology **Credits: 3**

Communications

(Take 3 credits)

- COM 110 -Introduction to Communication **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**

Major Requirements

- PHM 110 -Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**
- PHM 115 -Pharmacy Calculations **Credits: 3**
- PHM 118 -Sterile Products **Credits: 4**
- PHM 120 -Pharmacology I **Credits: 3**
- PHM 125 -Pharmacology II **Credits: 3**
- PHM 133 -Pharmacy Clinical **Credits: 3**
- PHM 135 -Pharmacy Clinical **Credits: 5**
- PHM 136 -Pharmacy Clinical **Credits: 6**
- PHM 140 -Trends in Pharmacy **Credits: 2**
- PHM 150 -Hospital Pharmacy **Credits: 4**
- PHM 155 -Community Pharmacy **Credits: 3**
- PHM 160 -Pharm Dosage Forms **Credits: 3**
- PHM 165 -Pharmacy Prof Practice **Credits: 2**

Other Major Requirements

Required

- PHM 115A -Pharmacy Calculations Lab **Credits: 1**
- PHM 265 -Professional Issues **Credits: 3**

Computer Literacy

(Take 2-3 credits)

- CIS 110 -Introduction to Computers **Credits: 3**
- CIS 111 -Basic PC Literacy **Credits: 2**

Total Credits: 74/75

Fall Semester I

- BIO 163 -Basic Anat & Physiology **Credits: 5**

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**

- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**

- PHM 115 - Pharmacy Calculations **Credits: 3 and**
- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Spring Semester I

- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**

- PSY 118 - Interpersonal Psychology **Credits: 3 or**
- PSY 150 - General Psychology **Credits: 3**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Fall Semester II

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 120 - Intro Interpersonal Com **Credits: 3**

- MAT 110 - Math Measurement & Literacy **Credits: 3 or**
- MAT 143 - Quantitative Literacy **Credits: 3**

- PHM 150 - Hospital Pharmacy **Credits: 4**
- PHM 135 - Pharmacy Clinical **Credits: 5**

Spring Semester II

- PHM 155 - Community Pharmacy **Credits: 3**
- PHM 160 - Pharm Dosage Forms **Credits: 3**
- PHM 265 - Professional Issues **Credits: 3**

- HUM 115 - Critical Thinking **Credits: 3 or**
- PHI 240 - Introduction to Ethics **Credits: 3**

Radiography, A.A.S. (A45700)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, public health, mobile x-ray companies, and industry. With more specialized education, a qualified Radiographer may advance into the areas of Radiation Therapy, Nuclear Medicine, Ultrasonography, Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), education, or hospital administration.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111 or take CLEP test for CIS 110.

General Education Requirements (20 credits)

Required Courses (3 credits)

Take:

- ENG 111 - Writing and Inquiry **Credits: 3**

Mathematics (3 credits)

Take:

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Communications (3 credits)

Take 3 credits:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- HUM 115 - Critical Thinking **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Biology Electives

Take 1 of 2 Groups:

Group 1

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Group 2

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Major Requirements (50 credits)

Take:

- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 121 - Image Production I **Credits: 3**
- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 151 - RAD Clinical Ed I **Credits: 2**
- RAD 161 - RAD Clinical Ed II **Credits: 5**
- RAD 171 - RAD Clinical Ed III **Credits: 3**
- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**
- RAD 261 - RAD Clinical Ed V **Credits: 7**
- RAD 271 - Radiography Capstone **Credits: 3**

Other Major Requirements (4 credits)

- RAD 113 - RAD Lab Elective **Credits: 1**
- RAD 182 - RAD Clinical Elective **Credits: 2**
- RAD 281 - RAD Clinical Elective **Credits: 1**

Total Credits: 74

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 151 - RAD Clinical Ed I **Credits: 2**
- RAD 182 - RAD Clinical Elective **Credits: 2**
Biology Elective

Spring Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 121 - Image Production I **Credits: 3**
- RAD 161 - RAD Clinical Ed II **Credits: 5**
Communications Elective

Summer Semester I

- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 171 - RAD Clinical Ed III **Credits: 3**
- RAD 281 - RAD Clinical Elective **Credits: 1**

Fall Semester II

- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**
Social/Behavioral Science Elective

Spring Semester II

- RAD 113 - RAD Lab Elective **Credits: 1**
- RAD 261 - RAD Clinical Ed V **Credits: 7**
- RAD 271 - Radiography Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Nursing Department

Health Sciences Program

Associate Degree Nursing RIBN Program (A45110RI)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEXRN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

General Education Requirements

Required Courses

Take 14 credits:

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

English

Take 3 credits:

- ENG 112 - Writing/ Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

Take 3 credits:

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Major Requirements

Take 43 credits:

- NUR 111 - Intro to Health Concepts **Credits: 8**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 113 - Family Health Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5**
- NUR 211 - Health Care Concepts **Credits: 5**

- NUR 212 - Health System Concepts **Credits: 5**
- NUR 213 - Complex Health Concepts **Credits: 10**

Other Major Requirements

Required Courses

Take 6 credits:

- BIO 175 - General Microbiology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Total Credits: 69

Recommended Course Sequence

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- NUR 111 - Intro to Health Concepts **Credits: 8**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- NUR 113 - Family Health Concepts **Credits: 5**

Fall Semester II

- BIO 175 - General Microbiology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NUR 211 - Health Care Concepts **Credits: 5**
- NUR 212 - Health System Concepts **Credits: 5**

Spring Semester II

- ENG 114 - Prof Research & Reporting **Credits: 3**
- NUR 213 - Complex Health Concepts **Credits: 10**
- Humanities/Fine Arts Elective

Cardiovascular Sonography Diploma (D45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

General Education Requirements

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Social/Behavioral Science

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements

Required

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- CVS 164 - Echo II **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Major Requirements

- CVS 277 - Cardiovascular Topics **Credits: 2**

Total Credits: 40

Fall Semester I

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**
- Communications Elective

Spring Semester I

- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 164 - Echo II **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Summer Semester I

- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 277 - Cardiovascular Topics **Credits: 2**
- Social/Behavioral Science Elective

Cardiovascular Sonography, A.A.S. (A45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Math

(Take 3-4 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**

- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Social/Behavioral Science

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Major Requirements

Required

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- CVS 164 - Echo II **Credits: 4**
- CVS 260 - CVS Clinical Ed IV **Credits: 8**
- CVS 261 - CVS Clinical Ed V **Credits: 8**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Anatomy and Physiology

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Major Requirements

Physics

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

CVS

- CVS 277 - Cardiovascular Topics **Credits: 2**

Total Credits: 74/75

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**

Spring Semester I

- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 164 - Echo II **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**
- SON 250 - Vascular Sonography **Credits: 2**

Summer Semester I

- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 277 - Cardiovascular Topics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3 or**
- SOC 210 - Introduction to Sociology **Credits: 3**

Fall Semester II

- CVS 260 - CVS Clinical Ed IV **Credits: 8**
- Communications Elective
- Math Elective

Spring Semester II

- CVS 261 - CVS Clinical Ed V **Credits: 8**
- Humanities/Fine Arts Elective

Medical Sonography, A.A.S. (A45440)

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19 N., Suite 158 Clearwater, Florida 33763
Phone: 727-210-2350

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs are eligible to take National Registry Examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers. Graduates may find employment in clinics, physicians' offices, mobile services, equipment manufacturers, hospitals, and educational institutions.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

(Take 3-4 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Science

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- SON 110 - Intro to Sonography **Credits: 3**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 120 - SON Clinical Ed I **Credits: 5**
- SON 121 - SON Clinical Ed II **Credits: 5**
- SON 130 - Abdominal Sonography I **Credits: 3**
- SON 131 - Abdominal Sonography II **Credits: 2**
- SON 140 - Gynecological Sonography **Credits: 2**
- SON 220 - Son Clinical Ed III **Credits: 8**
- SON 221 - SON Clinical Ed IV **Credits: 8**
- SON 225 - Case Studies **Credits: 1**
- SON 241 - Obstetrical Sonography I **Credits: 2**
- SON 242 - Obstetrical Sonography II **Credits: 2**
- SON 250 - Vascular Sonography **Credits: 2**
- SON 289 - Sonographic Topics **Credits: 2**

Other Major Requirements

- SON 272 - Advanced Pathology **Credits: 1**

Total Credits: 74/75

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- SON 110 - Intro to Sonography **Credits: 3**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 130 - Abdominal Sonography I **Credits: 3**

Spring Semester I

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**
- SON 120 - SON Clinical Ed I **Credits: 5**
- SON 131 - Abdominal Sonography II **Credits: 2**
- SON 140 - Gynecological Sonography **Credits: 2**
- SON 250 - Vascular Sonography **Credits: 2**
- Math Elective

Summer Semester I

- SON 121 - SON Clinical Ed II **Credits: 5**
- SON 241 - Obstetrical Sonography I **Credits: 2**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Fall Semester II

- ENG 111 - Writing and Inquiry **Credits: 3**
- SON 220 - Son Clinical Ed III **Credits: 8**
- SON 242 - Obstetrical Sonography II **Credits: 2**
- SON 272 - Advanced Pathology **Credits: 1**

Spring Semester II

- SON 221 - SON Clinical Ed IV **Credits: 8**
- SON 225 - Case Studies **Credits: 1**
- SON 289 - Sonographic Topics **Credits: 2**
- Communications Elective

Nurse Aid/Phlebotomy Diploma Program (D45970)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

General Education Requirements (6 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements (19 credits)

Nurse Aide

- NAS 101 - Nurse Aide I **Credits: 6**
- NAS 102 - Nurse Aide II **Credits: 6**

Technical Core

- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**

- MED 122 - Medical Terminology II **Credits: 3**

Other Major Requirements (14 credits)

Biology

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Phlebotomy

- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**

Total Credits: 39

Recommended Course Sequence

Fall Semester I

- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- NAS 101 - Nurse Aide I **Credits: 6**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- MED 122 - Medical Terminology II **Credits: 3**
- NAS 102 - Nurse Aide II **Credits: 6**

Summer Semester I

- COM 120 - Intro Interpersonal Com **Credits: 3**
- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**

Nurse Aide Certificate (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Major Requirements

- NAS 101 - Nurse Aide I **Credits: 6**
- NAS 102 - Nurse Aide II **Credits: 6**

Total Credits: 12

Fall Semester I

- NAS 101 - Nurse Aide I **Credits: 6**

Spring Semester I

- NAS 102 - Nurse Aide II **Credits: 6**

Nursing, A.A.S. (A45110)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

General Education Requirements

Required

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

English

(Take 3 credits)

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Major Requirements

- NUR 111 - Intro to Health Concepts **Credits: 8**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 113 - Family Health Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5**
- NUR 211 - Health Care Concepts **Credits: 5**
- NUR 212 - Health System Concepts **Credits: 5**
- NUR 213 - Complex Health Concepts **Credits: 10**

Other Major Requirements

Required

- BIO 175 - General Microbiology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Total Credits: 69

* Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- NUR 111 - Intro to Health Concepts **Credits: 8**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- NUR 113 - Family Health Concepts **Credits: 5**

Fall Semester II

- BIO 175 - General Microbiology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NUR 211 - Health Care Concepts **Credits: 5**
- NUR 212 - Health System Concepts **Credits: 5**

Spring Semester II

- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- NUR 213 - Complex Health Concepts **Credits: 10**
- Humanities/Fine Arts Elective

Practical Nursing (LPN) Diploma (D45660)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The practical nursing curriculum provides knowledge and skills to integrate safety and quality in to nursing care to meet the needs of the holistic individual which impact health, quality of life and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

General Education Requirements

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**

Social Sciences

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Science

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Major Requirements

- NUR 101 - Practical Nursing I **Credits: 11**
- NUR 102 - Practical Nursing II **Credits: 10**
- NUR 103 - Practical Nursing III **Credits: 9**

Total Credits: 44

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- NUR 101 - Practical Nursing I **Credits: 11**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- NUR 102 - Practical Nursing II **Credits: 10**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- NUR 103 - Practical Nursing III **Credits: 9**

Note:

** Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Surgical Technology, A.A.S. (A45740)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

General Education Requirements

- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- SUR 110 - Intro to Surg Tech **Credits: 3**
- SUR 111 - Periop Patient Care **Credits: 7**
- SUR 122AB - Surgical Procedures I **Credits: 5**
- SUR 122BB - Surgical Procedures I **Credits: 1**
- SUR 123AB - Surgical Clinical Practice I **Credits: 3.5**
- SUR 123BB - Surgical Clinical Practice I **Credits: 3.5**
- SUR 134 - Surgical Procedures II **Credits: 5**
- SUR 135 - SUR Clinical Practice II **Credits: 4**
- SUR 137 - Professional Success Prep **Credits: 1**
- SUR 210 - Adv SUR Clinical Practice **Credits: 2**
- SUR 211 - Adv Theoretical Concepts **Credits: 2**

Other Major Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 175 - General Microbiology **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Total Credit Hours: 72

Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- MED 121 - Medical Terminology I **Credits: 3**
- SUR 110 - Intro to Surg Tech **Credits: 3**
- SUR 111 - Periop Patient Care **Credits: 7**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- SUR 122AB - Surgical Procedures I **Credits: 5**
- SUR 123AB - Surgical Clinical Practice I **Credits: 3.5**

Summer Semester I

- HUM 115 - Critical Thinking **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- SUR 122BB - Surgical Procedures I **Credits: 1**
- SUR 123BB - Surgical Clinical Practice I **Credits: 3.5**

Fall Semester II

- BIO 175 - General Microbiology **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- SUR 134 - Surgical Procedures II **Credits: 5**
- SUR 135 - SUR Clinical Practice II **Credits: 4**

Spring Semester II

- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SUR 137 - Professional Success Prep **Credits: 1**
- SUR 210 - Adv SUR Clinical Practice **Credits: 2**
- SUR 211 - Adv Theoretical Concepts **Credits: 2**

Programs for Dually Enrolled High School Students (Career and College Promise)

Programs for Dually Enrolled High School Students (Career and College Promise)

College Transfer Pathway-Associate in Fine Arts in Music (P1072C) (CCP)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Music is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Music and a baccalaureate degree in Music.

General Education (25 credits)

English Composition

(Take 6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications

(Take 3 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science

(Take 6 credits. Must be from 2 different disciplines.)

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics

(Take 1 course)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**

Natural Science

(Take 4 credits)

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- AST 151 - General Astronomy I **Credits: 3**
- AST 151A - General Astronomy I Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Courses (7 credits)

Music

(Take 4 credits)

- MUS 111 - Fundamentals of Music **Credits: 3** and
- MUS 151 - Class Music I **Credits: 1**

Ensemble

(Take 2 Credits)

- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**

- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**

Academic Transition (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Foreign Language Option (8 credits)

- Take 1 of 4 groups
- Group 1:
- ASL 111 - Elementary ASL I **Credits: 3**
 - ASL 112 - Elementary ASL II **Credits: 3**
 - ASL 181 - ASL Lab 1 **Credits: 1**
 - ASL 182 - ASL Lab 2 **Credits: 1**
- Group 2:
- FRE 111 - Elementary French I **Credits: 3**
 - FRE 112 - Elementary French II **Credits: 3**
 - FRE 181 - French Lab 1 **Credits: 1**
 - FRE 182 - French Lab 2 **Credits: 1**
- Group 3:
- GER 111 - Elementary German I **Credits: 3**
 - GER 112 - Elementary German II **Credits: 3**
 - GER 181 - German Lab 1 **Credits: 1**
 - GER 182 - German Lab 2 **Credits: 1**
- Group 4:
- SPA 111 - Elementary Spanish I **Credits: 3**
 - SPA 112 - Elementary Spanish II **Credits: 3**
 - SPA 181 - Spanish Lab 1 **Credits: 1**
 - SPA 182 - Spanish Lab 2 **Credits: 1**

Total Credits: 40

College Transfer Pathway-Associate in Fine Arts in Theatre (P1082C) (CCP)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Theatre is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Theatre and a baccalaureate degree in Fine Arts-Theatre.

General Education (25 credits)

English Composition

(Take 6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications

(Take 3 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science

(Take 6 credits from 2 different disciplines)

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics

Take 1 course:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**

Natural Science

(Take 4 credits)

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- AST 151 - General Astronomy I **Credits: 3**
- AST 151A - General Astronomy I Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Courses (7 credits)

Theatre (6 credits)

Choose 1 Track:

Acting Track

- DRA 130 - Acting I **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Technical Track

- DRA 140 - Stagecraft I **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Academic Transition (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Foreign Language Option (8 credits)

Take 1 group:

Group 1

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**

Group 2

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**

- FRE 182 - French Lab 2 **Credits: 1**
Group 3
- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
Group 4
- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**

Total Credits: 40

College Transfer Pathways

Associate in Engineering College Transfer Pathway (CCP) (P1052C)

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. *Admission to Engineering programs is highly competitive and admission is not guaranteed.*

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

General Education Requirements (28 credits)

English Composition

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts

- Take 3 credits:
- COM 231 - Public Speaking **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**

- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences

- ECO 251 - Prin of Microeconomics **Credits: 3**

Mathematics

- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences

- Take 8 credits:
- CHM 151 - General Chemistry I **Credits: 4**
 - PHY 251 - General Physics I **Credits: 4**
 - PHY 252 - General Physics II **Credits: 4**

Other Required Hours (6 credits)

- ACA 122 - College Transfer Success **Credits: 1**
- DFT 170 - Engineering Graphics **Credits: 3**
- EGR 150 - Intro to Engineering **Credits: 2**

Total Credits: 34

College Transfer Pathway - Associate in Arts CCP (P1012C)

General Education Requirements

English Composition (6 credits)

- Take: ENG 111 - Writing and Inquiry **Credits: 3**
- Take: ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts I (3 credits)

- Take one of the following courses:
- ART 111 - Art Appreciation **Credits: 3**

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Humanities/Fine Arts II (3 credits)

Take one of the following courses:

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Humanities/Fine Arts III (3 credits)

Take 3 credits:

- COM 231 - Public Speaking **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Social/Behavioral Sciences I (3 credits)

Take one of the following courses:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Social/Behavioral Sciences II (3 credits)

Take one of the following courses:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Social/Behavioral Sciences III (3 credits)

Take one of the following courses:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**

- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Math (3/4 credits)

Take one of the following courses:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 credits)

Take one of the following groups:

Group 1:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2:

- BIO 110 - Principles of Biology **Credits: 4**

Group 3:

- BIO 111 - General Biology I **Credits: 4**

Group 4:

- CHM 151 - General Chemistry I **Credits: 4**

Group 5:

- GEL 111 - Geology **Credits: 4**

Group 6:

- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Optional Foreign Language (8 credits)

Take one of the following groups:

Group 1:

- ASL 111 - Elementary ASL **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**

Group 2:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**

Group 3:

- GER 111 - Elementary German I **Credits: 3**

- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
- Group 4:
- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**

Other Required Hours (1 credit)

- Take: ACA 122 - College Transfer Success **Credits: 1**

Total Credits: 40 SHC

College Transfer Pathway - Associate in Fine Arts in Visual Arts CCP (P1062C)

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

General Education Requirements (33 credits)

English (6 credits)

(Take 6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (3 credits)

(Take 3 credits)

- Take 3 credits:
- COM 231 - Public Speaking **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Humanities/Fine Arts (3 Credits)

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences I (3 credits)

(Take 3 credits)

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Social/Behavioral Sciences II (3 credits)

(Take 3 credits)

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Math (3 credits)

(Take 3 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**

Natural Sciences

Take 1 of 7 Groups

Group 1

(Take 4 credits)

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2

(Take 4 credits)

- AST 151 - General Astronomy I **Credits: 3**
- AST 151A - General Astronomy I Lab **Credits: 1**

Group 3
(Take 4 credits)

- BIO 110 - Principles of Biology **Credits: 4**

Group 4
(Take 4 credits)

- BIO 111 - General Biology I **Credits: 4**

Group 5
(Take 4 credits)

- CHM 151 - General Chemistry I **Credits: 4**

Group 6
(Take 4 credits)

- GEL 111 - Geology **Credits: 4**

Group 7
(Take 4 credits)

- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Foreign Language Option

Take 1 of 4 Groups

Group 1
(Take 8 credits)

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**

Group 2
(Take 8 credits)

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**

Group 3
(Take 8 credits)

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**

Group 4
(Take 8 credits)

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**

Other Required Hours (7 credits)

Required Courses (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Art (6 credits)

(Take 6 credits)

- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**

Total Credits: 40

College Transfer Pathway - Associate in General Education, Nursing CCP (P1032C)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

General Education (23 credits)

English Composition

Group 1: Take 3 credits:

- ENG 111 - Writing and Inquiry **Credits: 3**

Group 2: Take 3 credits:

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

Take 3 credits:

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Sciences

Take 8 credits:

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Social/Behavioral Sciences

Take 6 credits:

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Other Required Hours (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Total Credits: 24

College Transfer Pathway - Associate in Science CCP (P1042C)

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions. GENERAL ED

General Education Requirements (42 credits)

English Composition

Take 6 credits:

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts I

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Humanities/Fine Arts II

Take 3 credits:

- COM 231 - Public Speaking **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Math

Take 8 credits:

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Science

Take 1 of 3 groups:

Group 1:

- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**

Group 2:

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Group 3:

- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**

Social/Behavioral Sciences I

Take 3 credits:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Social/Behavioral Sciences II

Take 3 credits:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Optional Foreign Language

Take 1 of 4 Groups:

Group 1:

- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**
- ASL 182 - ASL Lab 2 **Credits: 1**

Group 2:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**

Group 3:

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**

Group 4:

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**

Other Required Hours (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Total Credits: 43

Career and Technical Education Pathways

Air Conditioning Heating and Refrigeration Technology CCP (C35100CP)

Programs that prepare individuals to apply technical knowledge and skills related to the fields of architecture, construction, and associated professions. Includes instruction that can be applied to a variety of careers in the design-construction industry, including employment with architectural and engineering firms, residential and commercial builders/contractors, and other construction related occupations.

Major Requirements (12 Credits)

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 111 - HVAC Electricity **Credits: 3**
- AHR 114 - Heat Pump Technology **Credits: 4**

Total Credits: 12

Course Sequence

Fall I

- AHR 110 - Intro to Refrigeration **Credits: 5**

Spring I

- AHR 111 - HVAC Electricity **Credits: 3**
- AHR 114 - Heat Pump Technology **Credits: 4**

Architectural Technology CTE Pathway (C40100CP)

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Technical Core (4 credits)

- ARC 112 - Constr Matls & Methods **Credits: 4**

Concentration Requirements (5 credits)

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**

Other Major Requirements (6 credits)

- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- ARC 114A - Architectural CAD Lab **Credits: 1**
- ARC 220 - Adv Architect CAD **Credits: 2**

Total Credits: 15

Automotive Customizing Technology CTE Pathway (C60190CP)

A program that prepares individuals to modify existing automotive vehicle components, fabrication techniques to create custom vehicle components, non-structural damage repair, custom painting and refinishing techniques, custom upholstery and glass removal/replacement/custom modifications, and other automotive technology related systems.

Major Requirements (2 credits)

- TRN 110 - Intro to Transport Tech **Credits: 2**

Other Major Requirements (12 credits)

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**

Total Credits: 14

Automotive Systems Technology CTE Pathway (C60160CP)

A program that prepares individuals to maintain and repair specialized farm, ranch, and agribusiness power equipment and vehicles. Includes instruction in the principles of diesel, combustion, electrical, steam, hydraulic, and mechanical systems and their application to the maintenance of terrestrial and airborne crop-spraying equipment; tractors and hauling equipment; planting and harvesting equipment; cutting equipment; power sources and systems for silos; irrigation and pumping equipment; dairy, feeding, and shearing operations; and processing systems.

Major Requirements (13 credits)

- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 130 - Intro to Sustainable Transp **Credits: 3**
- TRN 140 - Transp Climate Control **Credits: 2**

Other Major Requirements (4 credits)

- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 17

Baking and Pastry Arts CTE Pathway (C55130CP)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (12 credits)

- BPA 150 - Artisan & Specialty Bread **Credits: 4**
- BPA 210 - Cake Design & Decorating **Credits: 3**
- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 160 - Baking I **Credits: 3**

Other Major Requirements (4 credits)

- BPA 165 - Hot and Cold Desserts **Credits: 3**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**

Total Credits: 16

Boat Building CTE Pathway (C35120CP)

The Boat Building curriculum prepares individuals for employment in the boat building and boat repair industry. Today's boat builders are highly skilled craftspeople who can create complex shapes out of wood.

Course work includes reading boat plans, lofting, setting up the building jig, fashioning the structural timbers, and different planking techniques. Interior

joinery, exterior joinery, and yacht rigging is also covered.

Graduates may find work with yacht manufacturers, high end furniture shops, architectural millwork shops, and companies installing built in furniture in homes. Other opportunities can be found in boat maintenance and repair yards.

Major Requirements (12 credits)

- BTB 101 - Boat Building I **Credits: 10**
- DFT 100 - Marine Drafting **Credits: 2**

Total Credits: 12

Business Administration - Banking and Finance CTE Pathway (C25120BP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication,

team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Concentration Requirements (3 credits)

- BAF 110 - Principles of Banking **Credits: 3**

Other Requirements (12 credits)

- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mortgage Lending **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**

Total Credits: 18

Business Administration - Business Admin CTE Pathway (C25120CP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Major Requirements (13 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Total Credits: 13

Business Administration - Customer Service CTE Pathway (C25120UP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (13 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**

Other Major Requirements (3 credits)

- MKT 221 - Consumer Behavior **Credits: 3**

Total Credits: 16

Business Administration - International Bus CTE Pathway (C25120GP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (15 credits)

- BUS 110 -Introduction to Business **Credits: 3**
- BUS 137 -Principles of Management **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- INT 110 -International Business **Credits: 3**
- MKT 223 -Customer Service **Credits: 3**

Other Major Requirements (3 credits)

- MKT 224 -International Marketing **Credits: 3**

Total Credits: 18

Business Administration - Mgmt and Supervision CTE Pathway (C25120AP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Concentration Requirements (12 credits)

- INT 110 -International Business **Credits: 3**

General Business Administration

Take 9 credits

- BUS 110 -Introduction to Business **Credits: 3**
- BUS 135 -Principles of Supervision **Credits: 3**
- BUS 137 -Principles of Management **Credits: 3**

Other Requirements (6 credits)

- OMT 156 - Problem-Solving Skills **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Total Credits: 18

Business Administration - Project Management CTE Pathway (C25120FP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (12 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Other Major Requirements (6 credits)

- CTS 240 - Project Management **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Total Credits: 18

Business Administration Certificate CTE Pathway (C25120DP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the

application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (3 credits)

Computer Applications

Take:

- CIS 110 - Introduction to Computers **Credits: 3**

Other Required Courses (12 credits)

Take:

- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Total credits: 15 SHC

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Spring Semester I

- OST 136 - Word Processing **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**

Business Administration, Entrepreneurship CTE Pathway (C25120EP)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication,

team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Required Courses (13 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Other Required Courses (5 credits)

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**

Total Credits: 18

Business Analytics CTE Pathway (C25350CP)

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Required Courses (18 credits)

Take the following courses:

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BAS 120 - Intro to Analytics **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**

Spring Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**

Carpentry CTE Pathway (C35180CP)

A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, print reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

Major Requirements (14 credits)

- BPR 130 - Print Reading-Construction **Credits: 3**
- CAR 111 - Carpentry I **Credits: 8**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Other Major Requirements (3 credits)

- CAR 114 - Residential Bldg Codes **Credits: 3**

Total Credits: 17

Chemical Technology CCP (C20120CP)

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA)

and chromatography (GC, LC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation; raw material, product, or environmental sampling; and/or sample testing via wet chemistry or instrumental techniques.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

General Education Requirements

- CHM 151 - General Chemistry I **Credits: 4**

Major Requirements

- CTC 110 - Chemical Safety & Technology **Credits: 2**
- CTC 114 - Wet Laboratory Techniques **Credits: 5**
- CTC 115 - Quality Control Laboratory **Credits: 5**

Total Credits: 16

Collision Repair and Refinishing Technology CTE Pathway (C60130CP)

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Major Requirements (12 credits)

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Total Credits: 12

Community Spanish Interpreter CTE Pathway (C55370CP)

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language

skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (17 credits)

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 120 - Spanish for the Workplace **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPI 213 - Review of Grammar **Credits: 3**
- SPI 214 - Intro. to Translation **Credits: 3**

Total Credits: 17

Construction Management Technology CTE Pathway (C35190CP)

A program that prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (12 credits)

- BPR 130 - Print Reading-Construction **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**

- CMT 210 - Construction Management Fund **Credits: 3**

Other Major Requirements (6 credits)

- CMT 214 - Planning and Scheduling **Credits: 3**
- CMT 218 - Human Relations Issues **Credits: 3**

Total Credits: 18

Construction Management Technology Framing CTE Pathway (C35190FP)

A program that prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Major Requirements (6 credits)

- BPR 130 - Print Reading-Construction **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Other Major Requirements (8 credits)

- CST 111 - Construction I **Credits: 4**
- CST 112 - Construction II **Credits: 4**

Total Credits: 14

This CTE Pathway matches a local certificate (C35190F).

Recommended Course Sequence

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 111 - Construction I **Credits: 4**

Spring Semester I

- CMT 120 - Codes and Inspections **Credits: 3**
- CST 112 - Construction II **Credits: 4**

Cosmetology Certificate CTE Pathway, C55140CP

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (32 credits)

Required Courses (32 credits)

Take:

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Other Major Requirements (2 credits)

Take:

- COS 224 - Trichology & Chemistry **Credits: 2**

Total credits: 34

Recommended Course Sequence

Criminal Justice Technology CTE Pathway (C55180CP)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Major Requirements (13 credits)

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Total Credits: 13

Culinary Arts CTE Pathway (C55150CP)

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism.

Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be

available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or food service manager.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (12 credits)

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**

Other Major Requirements (6 credits)

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 130 - Menu Design **Credits: 2**
- CUL 160 - Baking I **Credits: 3**

Total Credits: 18

Diesel and Heavy Equipment Technology CCP (C60460CP)

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Major Requirements (17 Credits)

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Total Credits: 17

Course Sequence

Fall I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring I

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Early Childhood Education CTE Pathway (C55220CP)

Major Requirements (13 SHC)

Technical Core

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Other Major Requirements (3 SHC)

Social Behavioral Science

- PSY 150 - General Psychology **Credits: 3**

Total Credits: 16

Course Sequence

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Electrical Systems Technology CTE Pathway (C35130CP)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (13 credits)

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

Required Courses

- ELC 118 - National Electrical Code **Credits: 2**

Other Requirements (2 credits)

Industrial Safety

- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 15

Electronics Engineering Technology CTE Pathway (C40200CP)

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial /computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronics systems integrator, bench technician, and production control technician.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

General Education Requirement (3 credits)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements (12 credits)

- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Other Major Requirements (3 credits)

- ELC 128-Intro to PLC **Credits: 3**

Total Credits: 18

Emergency Management CTE Pathway (C55460CP)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Required Courses (15 credits)

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**

Total Credits: 15

Fire Protection Technology CTE Pathway (C55240CP)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Required Courses (12 credits)

- FIP 120 - Intro to Fire Protection **Credits: 3**
- FIP 124 - Fire Prevention & Public Ed **Credits: 3**
- FIP 132 - Building Construction **Credits: 3**
- FIP 220 - Fire Fighting Strategies **Credits: 3**

Other Major Requirements (3 credits)

- FIP 162 - Firefighter Safety & Wellness **Credits: 3**

Total Credits: 15

Healthcare Business Informatics CCP Certificate (C25510CP)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Required Courses (15 credits)

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**

Other Major Requirements (3 credits)

- CIS 111 - Basic PC Literacy **Credits: 3**

Total Credits: 17

Course Sequence

Fall I

- CIS 111 - Basic PC Literacy **Credits: 2**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**

Spring I

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Hospitality Management CTE Pathway (C21510CP)

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (14 credits)

- CUL 110 - Sanitation & Safety **Credits: 2**
- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 220 - Cost Control-Food & Bev **Credits: 3**
- HRM 240 - Marketing for Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Other Required Hours (2 credits)

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**

Total Credits: 16

Human Services Technology/Substance Abuse CTE Pathway Certificate (C4538ECP)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Major Requirements (13 credits)

Take:

- HSE 110 - Intro to Human Services **Credits: 3**
- HSE 112 - Group Process I **Credits: 2**
- HSE 123 - Interviewing Techniques **Credits: 3**
- HSE 210 - Human Services Issues **Credits: 2**
- HSE 225 - Crisis Intervention **Credits: 3**

Total Credits: 13

Recommended Course Sequence

Information Technology - Virtualization Technology Certificate CTE Pathway (C25590JP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Technical Core (3 credits)

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Required Courses (15 credits)

- CET 130 - Operating System Prin **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**

- CTI 241 - Virtualization Admin II **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Information Technology CTE Pathway (C25590AP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Required Courses (18 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Information Technology Information Systems Security-CTE Certificate Pathway (C25590CP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network

systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Requirements (12 credits)

Technical Core (12 credits)

Take 12 credits:

- CTI 120 - Network & Sec Foundation **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**

Other Major Requirements (6 credits)

Other Required Courses (6 credits)

Take 6 credits:

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester 1

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Spring Semester 1

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Summer Semester 1

- SEC 160 - Security Administration I **Credits: 3**

Information Technology, Computer Forensics CTE Pathway (C25590IP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Technical Core (3 credits)

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Required Courses (15 credits)

- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Information Technology, Operating Systems Administration CTE Pathway (C25590FP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Technical Core (3 credits)

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Required Courses (15 credits)

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Total Credits: 18

Information Technology, Web Development CTE Pathway (C25590GP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Technical Core (3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Web Administration and Design (6 credits)

- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**

Other Required Courses (9 credits)

- CET 172 - Internet Technologies **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Summer Semester I

- WEB 210 - Web Design **Credits: 3**

IT Database Programming and Administration CTE Pathway (C25590HP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Required Courses (18 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

- DBA 210 - Database Administration **Credits: 3**

Total Credits: 18

IT Network Technology Certificate CCP/CTE Pathway (C25590DP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Course Requirements

- CET 125 - Voice and Data Cabling **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CET 125 - Voice and Data Cabling **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

IT Software Development Certificate CCP/CTE Pathway (C25590EP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Course Requirements

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**

Total Credits: 16

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 - Web Markup and Scripting **Credits: 3**

Landscape Gardening Certificate CTE Pathway (C15260CP)

A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Required Courses (14 credits)

- LSG 111 - Basic Landscape Technique **Credits: 2**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**
- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Total Credits: 14

Marine Technology Certificate CTE Pathway (C15320CP)

These curricula prepare individuals for a variety of marine-related occupations such as marine conservation, water analysis, marine scientific research support and commercial fishing. Individuals will be prepared as naturalists within the ecotourism industry and be trained in observational and measurement techniques aboard a variety of vessels including ocean-going research vessels.

Course work includes a unique blend of traditional and contemporary vocational, technical, and scientific marine education. Course work specific for Marine Sciences includes instruction in biological sciences, environmental sciences, and marine sciences. Field and laboratory experiences prepare students to identify, observe, and collect scientific data associated with the fauna and flora found in the rivers, estuaries, sounds, and ocean. Course work in Marine Technologies includes instruction in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment.

Graduates are prepared for employment opportunities with aquariums, fisheries, corps of engineers, marine patrol, ecotourism companies, commercial fishing industries, entry-level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Marine Technology: A program that provides the practical and academic skills essential for success in marine scientific support. Training in the operation and maintenance of seismic and hydrographic instrumentation including: side scan sonar, multibeam echo sounders, and sub-bottom profilers is provided in the classroom and underway at sea. Additional course work includes: classic and digital navigation techniques, practical applications of boat handling, seamanship, marlin spike seamanship, and safety at sea. Instruction applicable to fisheries science and environmental assessment is provided.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (17 credits)

- MSC 132 - Fishing Gear Tech I **Credits: 3**
- MSC 150 - Marine Navigation **Credits: 3**
- MSC 160 - Oceanography **Credits: 4**
- MSC 172 - Marine Biology **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Total Credits: 17

Recommended Course Sequence

Fall Semester I

- MSC 132 - Fishing Gear Tech I **Credits: 3**
- MSC 160 - Oceanography **Credits: 4**
- MSC 172 - Marine Biology **Credits: 3**

Spring Semester I

- MSC 150 - Marine Navigation **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Mechanical Engineering Technology Certificate CTE Pathway (C40320CP)

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (6 credits)

- DFT 151 - CAD I **Credits: 3**
- DFT 154 - Intro Solid Modeling **Credits: 3**

Other Major Requirements (6 credits)

- EGR 110 - Intro to Engineering Tech **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 145 - Mfg Materials I **Credits: 3**

Total Credits: 14

Recommended Course Sequence

Fall Semester I

- DFT 151 - CAD I **Credits: 3**
- EGR 110 - Intro to Engineering Tech **Credits: 3**

Spring Semester I

- DFT 154 - Intro Solid Modeling **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 145 - Mfg Materials I **Credits: 3**

Mechatronics Engineering Technology Automation CCP (C40350MP)

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Major Requirements (14 Credits)

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ATR 280 - Robotic Fundamentals **Credits: 4**

Total Credits: 14

Course Sequence

Fall I

- ELC 131 - Circuit Analysis I **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Spring I

- ATR112 - Intro to Automation **Credits: 3**
- ATR280 - Robotic Fundamentals **Credits: 4**

Mechatronics Engineering Technology Certificate CTE Pathway (C40350CP)

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Major Requirements (15 credits)

Required Courses

- ATR112 - Intro to Automation **Credits: 3**

Safety

- ISC112 - Industrial Safety **Credits: 2**

Fluid Mechanics

- HYD110 - Hydraulics/Pneumatics I **Credits: 3**

Mechanical Drives

- MEC130 - Mechanisms **Credits: 3**

Machines

- ELC117 - Motors and Controls **Credits: 4**

Total Credits: 15

Medical Assisting CCP (C45400CP)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Major Requirements (12 Credits)

- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- MED 130 - Admin Office Proc I **Credits: 2**
- OST 149 - Medical Legal Issues **Credits: 3**

Total Credits: 12

Course Sequence

Fall I

- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- MED 130 - Admin Office Proc I **Credits: 2**
- OST 149 - Medical Legal Issues **Credits: 3**

Medical Office Administration Certificate CTE Pathway (C25310CP)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Although placement testing is not required for this particular pathway, some of the classes within this pathway do require certain math or reading levels and therefore would require a placement test or other testing scores before registration. Please check each course within this pathway to see which applies.

Major Requirements (17 credits)

Computers/Information Systems

- CIS 110 - Introduction to Computers **Credits: 3**

Medical Terminology

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Office Administration

- OST 149 - Medical Legal Issues **Credits: 3**

Other Required Courses

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Total Credits: 17

Nuclear Technology CCP Pathway (C50460CP)

The Nuclear Technology curriculum prepares individuals to become qualified reactor field technicians who are employed by licensed nuclear reactor facilities.

Course work includes theory and application related to industrial and engineering technology disciplines including nuclear reactor theory, reactor systems, industrial and nuclear safety, instrumentation, electrical generation, automation and robotics, and may include quality control, welding, and various metallurgical inspection procedures.

Upon completion, graduates should qualify as entry-level nuclear reactor technicians and have academic preparations to advance into other industrial or engineering technician positions within the commercial nuclear power industry.

Required Courses (13 Credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- NUC 110 - Nuclear Reactor Systems **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**
- WLD 143 - Welding Metallurgy **Credits: 2**

Total Credits: 13

Nurse Aide Certificate CCP/CTE Pathway, C45840CP

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Major Requirements (12 credits)

Take:

- NAS 101 - Nurse Aide I **Credits: 6**
- NAS 102 - Nurse Aide II **Credits: 6**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- NAS 101 - Nurse Aide I **Credits: 6**

Spring Semester I

- NAS 102 - Nurse Aide II **Credits: 6**

Paralegal Technology CCP (C25380CP)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Major Requirements (14 Credits)

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**

- LEX 210 - Real Property I **Credits: 3**

Other Major Requirements (3 Credits)

- LEX 160 - Criminal Law & Procedure **Credits: 3**

Total Credits: 17

Plumbing Certificate CTE Pathway (C35300CP)

A program that prepares individuals to work in the field of plumbing by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for natural gas, lp gas, hot water, drainage, sprinkling, and plumbing processing systems in residential and commercial environments. Includes instruction in source determination, water service and distribution, waste removal, pressure adjustment, basic physics, technical mathematics, print reading, pipe installation, pumps, soldering, plumbing inspection, and applicable codes and standards.

Required Courses

- BPR 130 - Print Reading-Construction **Credits: 3**
- PLU 110 - Modern Plumbing **Credits: 9**

Other Required Courses

- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**

Total Credits: 16

Sustainability Technologies CTE Certificate Pathway (C40370CP)

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, renewable energy, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work includes renewable energy, green building technology, and environmental technologies. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the renewable energy, construction, and/or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as renewable energy technicians, sustainability consultants, environmental technicians, or green building supervisors.

Major Requirements (15 credits)

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Total Credits: 15

Welding Technology CTE Certificate Pathway (C50420CP)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Major Requirements (14 credits)

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Total Credits: 14

Course Descriptions

Please Note:

Prerequisites: A course taken prior to another course.

- CFCC administers one placement test: NCDAP. Satisfactory scores on placement tests taken at other colleges (SAT, ACT, COMPASS) may be used to waive Reading, Writing and Mathematical prerequisites. See the Placement Test Advising Guide, for additional information or talk with a counselor.
- Receipt of transfer credit for ENG 111 or above will waive the Reading and/or Writing prerequisites for certain courses.
- Receipt of a curriculum math credit will waive the prerequisites for certain courses.

Corequisites: A course taken at the same time as another course or prior to the course to be taken.

Some courses in communications, humanities/fine arts, mathematics, natural science, or social/behavioral science may fulfill a general education requirement in one of the following

programs: AA (Associate in Arts), AS (Associate in Science), AFA (Associate in Fine Arts), AGE (Associate in General Education), AAS (Associate in Applied Science), DIP (Diploma), or CER (Certificate). Please refer to the programs of study section of this catalog for courses that satisfy each program's general education requirements.

Developmental Math: Effective 2014 Fall, as mandated by the System Office, developmental math has been broken up into eight modules agreed upon and approved by the state. Students who have taken previous developmental math courses should refer to this table to equate current developmental math courses.

MAT 060 = DMA 10, DMA 20, DMA 30
MAT 070 = DMA 40, DMA 50
MAT 080 = DMA 60, DMA 70, DMA 80

Developmental English and Reading: Students who have taken previous developmental English and Reading courses should refer to this table to equate current developmental English and Reading courses.

ENG 075 = DRE 96
ENG 085 = DRE 97
ENG 095 = DRE 98

ACA 85 - Improving Study Skills

ACA 90 - Student Success Strategies

ACA 111 - College Student Success

ACA 122 - College Transfer Success

ACC 120 - Prin of Financial Accounting

ACC 121 - Prin of Managerial Accounting

ACC 122 - Prin of Financial Acct II

ACC 129 - Individual Income Taxes

ACC 130 - Business Income Taxes

ACC 140 - Payroll Accounting

ACC 150 - Accounting Software Appl

ACC 175 - Hotel and Restaurant Acct

ACC 220 - Intermediate Accounting I

ACC 221 - Intermediate Acct II

ACC 225 - Cost Accounting

AGR 139 - Intro to Sustainable Ag

AHR 110 - Intro to Refrigeration

AHR 111 - HVACR Electricity

AHR 112 - Heating Technology

AHR 113 - Comfort Cooling

AHR 114 - Heat Pump Technology

AHR 115 - Refrigeration Systems

AHR 120 - HVACR Maintenance

AHR 130 - HVAC Controls

AHR 133 - HVAC Servicing

AHR 140 - All-Weather Systems

AHR 210 - Residential Building Code

AHR 211 - Residential System Design

ALT 120 - Renewable Energy Tech

ALT 250 - Thermal Systems

ANT 210 - General Anthropology

ANT 220 - Cultural Anthropology

ANT 240 - Archaeology

ARC 111 - Intro to Arch Technology

ARC 112 - Constr Matls & Methods

ARC 113 - Residential Arch Tech

ARC 114 - Architectural CAD

ARC 114A - Architectural CAD Lab

ARC 132 - Specifications & Contracts

ARC 211 - Light Constr Technology

ARC 213 - Design Project

ARC 214 - Architectural Statics

ARC 220 - Adv Architect CAD

ARC 221 - Architectural 3-D CAD

ARC 225 - Architectural BIM I

ARC 225A - Architectural BIM I Lab

ARC 230 - Environmental Systems

ARC 231 - Arch Presentations

ARC 235 - Architectural Portfolio

ARC 264 - Digital Architecture

ART 111 - Art Appreciation

ART 113 - Art Methods and Materials

ART 114 - Art History Survey I

ART 115 - Art History Survey II

ART 116 - Survey of American Art

ART 117 - Non-Western Art History

ART 118 - Art by Women

ART 121 - Two-Dimensional Design

ART 122 - Three-Dimensional Design

ART 131 - Drawing I

ART 132 - Drawing II

ART 135 - Figure Drawing I

ART 171 - Computer Art I

ART 171 - Digital Design I

ART 212 - Gallery Assistantship I

ART 214 - Portfolio and Resume

ART 214 - Portfolio and Resume

ART 215 - Visual Art Portfolio

ART 231 - Printmaking I

ART 232 - Printmaking II

ART 235 - Figure Drawing II

ART 240 - Painting I

ART 241 - Painting II

ART 245 - Metals I

ART 246 - Metals II

ART 247 - Jewelry I

ART 248 - Jewelry II

ART 250 - Surface Design: Textiles

ART 251 - Weaving I

ART 252 - Weaving II

ART 260 - Photography Appreciation

ART 261 - Photography I

ART 262 - Photography II

ART 264 - Digital Photography I

ART 265 - Digital Photography II

ART 266 - Videography I

ART 267 - Videography II

ART 271 - Computer Art II

ART 271 - Digital Design II

ART 275 - Introduction to Graphic Design

ART 276 - Interactive Media Design

ART 281 - Sculpture I

ART 282 - Sculpture II

ART 283 - Ceramics I

ART 284 - Ceramics II

ART 285 - Ceramics III

ART 286 - Ceramics IV

ART 289 - Museum Study

ASL 111 - Elementary ASL I

ASL 112 - Elementary ASL II

ASL 181 - ASL Lab 1

ASL 182 - ASL Lab 2

ASL 211 - Intermediate ASL I

ASL 212 - Intermediate ASL II

ASL 221 - Advanced ASL I

ASL 250 - Linguistics of ASL

ASL 281 - ASL Lab 3

AST 111 - Descriptive Astronomy

AST 111A - Descriptive Astronomy Lab

AST 151 - General Astronomy I

AST 151A - General Astronomy I Lab

AST 152 - General Astronomy II

AST 152A - General Astronomy II Lab

ATR 112 - Intro to Automation

ATR 280 - Robotic Fundamentals

AUB 111 - Painting & Refinishing I

AUB 112 - Painting & Refinishing II

AUB 114 - Special Finishes

AUB 121 - Non-Structural Damage I

AUB 122 - Non-Structural Damage II

AUB 131 - Structural Damage I

AUB 136 - Plastics & Adhesives

AUB 141 - Mech & Elec Components I

AUB 162 - Autobody Estimating

AUC 111 - Auto Customizing Research

AUC 112 - Auto Custom Fabrication

AUC 114 - Custom Fiberglass Skills

AUC 115 - Glass Customizing Methods

AUC 117 - Custom Airbrushing

AUT 116 - Engine Repair

AUT 116A - Engine Repair Lab

AUT 123 - Powertrain Diagn & Serv

AUT 141 - Suspension & Steering Sys

AUT 141A - Suspension & Steering Lab

AUT 151 - Brake Systems

AUT 151A - Brakes Systems Lab

AUT 163 - Adv Auto Electricity

AUT 163A - Adv Auto Electricity Lab

AUT 181 - Engine Performance 1

AUT 181A - Engine Performance 1 Lab

AUT 212 - Auto Shop Management

AUT 213 - Automotive Servicing 2

AUT 221 - Auto Transm/Transaxles

AUT 221A - Auto Transm/Transax Lab

AUT 231 - Man Trans/Axles/Drtrains

AUT 231A - Man Trans/Ax/Drtrains Lab

AUT 281 - Adv Engine Performance

BAF 110 - Principles of Banking

BAF 111 - Teller Training

BAF 143 - Financial Planning

BAF 232 - Consumer Lending

BAF 234 - Residential Mort Lending

BAS 120 - Intro to Analytics

BAS 121 - Data Visualization

BAS 150 - Intro to Analytical Program.

BAS 220 - Appl. Analytical Program.

BAS 221 - Intro to Predictive Analytics

BAS 230 - Applied Predictive Modeling

BAS 240 - Data Structures for Analytics

BAS 270 - Adv Analytical Tools & Methods

BIO 106 - Intro to Anat/Phys/Micro

BIO 110 - Principles of Biology

BIO 111 - General Biology I

BIO 112 - General Biology II

BIO 120 - Introductory Botany

BIO 130 - Introductory Zoology

BIO 140 - Environmental Biology

BIO 140A - Environmental Biology Lab

BIO 143 - Field Biology Minicourse

BIO 150 - Genetics in Human Affairs

BIO 163 - Basic Anat & Physiology

BIO 168 - Anatomy and Physiology I

BIO 169 - Anatomy and Physiology II

BIO 173 - Microbes in World Affairs

BIO 175 - General Microbiology

BIO 250 - Genetics

BIO 275 - Microbiology

BMS 117 - Marine Spray Finishing

BPA 120 - Petit Fours & Pastries

BPA 130 - European Cakes and Tortes

BPA 150 - Artisan & Specialty Bread

BPA 165 - Hot and Cold Desserts

BPA 210 - Cake Design & Decorating

BPA 220 - Confection Artistry

BPA 230 - Chocolate Artistry

BPA 230A - Chocolate Artistry Lab

BPA 240 - Plated Desserts

BPA 250 - Dessert/Bread Production

BPA 260 - Pastry & Baking Marketing

BPR 111 - Print Reading

BPR 121 - Blueprint Reading-Mech

BPR 130 - Print Reading-Construction

BTB 101 - Boat Building I

BTB 101A - Boat Bldg I (part 1)

BTB 101AB - Boat Building I

BTB 101B - Boat Bldg I (part 2)

BTB 101BB - Boat Building I

BTB 102 - Boat Building II

BTB 103 - Yacht Joiner Practices I

BTB 104 - Yacht Joiner Practices II

BTB 105 - Yacht Repair/Renovation

BTB 106 - Engine Install/Systems

BTB 107 - Boat Electrical Systems

BTB 108 - Boat Plumbing Systems

BTB 109 - Yacht Rigging

BTB 110 - Fiberglass Boat Bldg I

BTB 111 - Fiberglass Boat Bldg II

BTB 112 - Fiberglass Boat Repairs

BTB 115 - Hull and Joinerwork Prep

BUS 110 - Introduction to Business

BUS 115 - Business Law I

BUS 121 - Business Math

BUS 125 - Personal Finance

BUS 135 - Principles of Supervision

BUS 137 - Principles of Management

BUS 147 - Business Insurance

BUS 225 - Business Finance

BUS 230 - Small Business Management

BUS 239 - Bus Applications Seminar

BUS 240 - Business Ethics

BUS 253 - Leadership and Mgt Skills

BUS 260 - Business Communication

BUS 270 - Professional Development

BUS 280 - REAL Small Business

BUS 285 - Business Management Issues

CAR 111 - Carpentry I

CAR 112 - Carpentry II

CAR 113 - Carpentry III

CAR 113A - Carpentry III - a

CAR 113B - Carpentry III - B

CAR 114 - Residential Bldg Codes

CAR 115 - Res Planning/Estimating

CCT 110 - Intro to Cyber Crime

CCT 112 - Ethics & High Technology

CCT 121 - Computer Crime Invest.

CCT 231 - Technology Crimes & Law

CCT 250 - Network Vulnerabilities I

CCT 251 - Network Vulnerabilities II

CCT 260 - Mobile Phone Examination

CCT 289 - Capstone Project

CET 111 - Computer Upgrade/Repair I

CET 125 - Voice and Data Cabling

CET 130 - Operating System Prin

CET 150 - Computer Forensics I

CET 172 - Internet Technologies

CET 211 - Computer Upgrade/Repair II

CET 240 - Network Security

CET 245 - Internet Servers

CET 250 - Computer Forensics II

CHM 121 - Foundations of Chemistry

CHM 130 - Gen, Org, & Biochemistry

CHM 130A - Gen, Org, & Biochem Lab

CHM 131 - Introduction to Chemistry

CHM 131A - Intro to Chemistry Lab

CHM 132 - Organic and Biochemistry

CHM 151 - General Chemistry I

CHM 152 - General Chemistry II

CHM 251 - Organic Chemistry I

CHM 252 - Organic Chemistry II

CIS 70 - Fundamentals of Computing

CIS 110 - Introduction to Computers

CIS 111 - Basic PC Literacy

CIS 115 - Intro to Prog & Logic

CJC 100 - Basic Law Enforcement Training

CJC 100 - Basic Law Enforcement Training

CJC 111 - Intro to Criminal Justice

CJC 112 - Criminology

CJC 113 - Juvenile Justice

CJC 114 - Investigative Photography

CJC 120 - Interviews/Interrogations

CJC 121 - Law Enforcement Operations

CJC 122 - Community Policing

CJC 131 - Criminal Law

CJC 132 - Court Procedure & Evidence

CJC 141 - Corrections

CJC 160 - Terrorism: Underlying Issu

CJC 170 - Critical Incident Mgmt Pub Saf

CJC 212 - Ethics & Comm Relations

CJC 213 - Substance Abuse

CJC 214 - Victimology

CJC 215 - Organization & Administration

CJC 221 - Investigative Principles

CJC 222 - Criminalistics

CJC 225 - Crisis Intervention

CJC 231 - Constitutional Law

CJC 240 - Law Enfor Mgt. & Supervis

CMT 112 - Construction Mgt I

CMT 120 - Codes and Inspections

CMT 210 - Construction Management Fund

CMT 212 - Total Safety Performance

CMT 214 - Planning and Scheduling

CMT 218 - Human Relations Issues

COE 111AA - Co-Op Work Experience I - AA

COE 111AB - Co-Op Work Exp I - AA Bus

COE 111AC - Co-Op Work Exp I - Accounting

COE 111AS - Co-Op Work Experience I - AS

COE 111BA - Co-Op Work Exp I - Bus Admin

COE 111CJ - Co-Op Work Exp I - Criminal Ju

COE 111CM - Co-Op Work Exp I - Elect Com

COE 111CS - Co-Op Work Exp I - AA Comm

COE 111CT - Co-Op Wk Exp I - Chem Tech

COE 111CU - Co-Op Work Exp I - Culinary

COE 111EC - Co-Op Work Exp I - Early Child

COE 111EE - Co-Op Work Exp I - Ele/Electro

COE 111ET - Co-Op Work Exp I - Ele Eng Tec

COE 111FA - Co-Op Work Exp I - AFA Drama

COE 111FV - Co-Op Work Exp I - Film/Video

COE 111GS - Co-Op Work Exp I - AA General

COE 111HR - Co-Op Work Exp I - Hotel/Res

COE 111ID - Co-Op Work Exp I - Int Design

COE 111LG - Co-Op Work Exp I - Landscaping

COE 111MO - Co-Op Work Exp I - Med Off Adm

COE 111MT - Co-Op Work Experience I - Mt

COE 111NT - Co-Op Work Exp I - Nuc Mnt Tec

COE 111OS - Co-Op Work Exp I - Office Sys

COE 111PA - Co-Op Work Exp I-Paralegal

COE 111SI - Co-Op Wk Exp I - Spa Inter

COE 112EE - Co-Op Work Experience I - Elec

COE 115CJ - Work Exp Seminar I - Crim.

COE 115CU - Work Exp Seminar I - Culinary

COE 115EC - Work Exp Seminar I-Early Child

COE 115FV - Work Exp Seminar I - Film

COE 115PA - Work Exp Seminar I - Paralegal

COE 115SI - Wk Exp Seminar I - Span Inter

COE 121AC - Co-Op Work Exper II - Accounti

COE 121BA - Co-Op Work Exper II - Bus Admi

COE 121CM - Co-Op Work Exper II - Elec Com

COE 121CU - Co-Op Work Exper II - Culinary

COE 121EE - Co-Op Wk Exp II - Ee

COE 121HR - Co-Op Work Exp II - Hotel/Rest

COE 121ID - Co-Op Work Exp II - Int Design

COE 121LG - Co-Op Work Experience II - Lan

COE 121OS - Co-Op Work Exp II - Office Sys

COE 125CU - Work Exp Seminar II - Culinary

COE 125HR - Work Exp Seminar II - Hotel/Re

COE 131AC - Co-Op Work Exp III - Accountin

COE 131BA - Co-Op Work Exper III - Bus Adm

COE 131CM - Co-Op Work Exper III - Elec Co

COE 131CU - Co-Op Work Exp III - Culinary

COE 131EE - Co-Op Work Experience III

COE 131HR - Co-Op Work Exp III - Hotel/Res

COE 131ID - Co-Op Work Exp III - Int Desig

COE 131LG - Co-Op Work Exp III - Landscape

COE 131OS - Co-Op Work Exp III - Office Sy

COM 110 - Introduction to Communication

COM 111 - Voice and Diction I

COM 120 - Intro Interpersonal Com

COM 140 - Intro Intercultural Com

COM 150 - Intro. to Mass Comm.

COM 160 - Small Group Communication

COM 231 - Public Speaking

COM 251 - Debate I

COS 111 - Cosmetology Concepts I

COS 111A - Cosmetology Concepts I a

COS 111B - Cosmetology Concepts I B

COS 112 - Salon I

COS 112A - Salon I - a

COS 112B - Salon I - B

COS 113 - Cosmetology Concepts II

COS 113AB - Cosmetology Concepts II

COS 113BB - Cosmetology Concepts II

COS 114 - Salon II

COS 114AB - Salon II

COS 114BB - Salon II

COS 115 - Cosmetology Concepts III

COS 116 - Salon III

COS 117 - Cosmetology Concepts IV

COS 118 - Salon IV

COS 119 - Esthetics Concepts I

COS 120 - Esthetics Salon I

COS 125 - Esthetics Concepts II

COS 126 - Esthetics Salon II

COS 223 - Contemp Hair Coloring

COS 224 - Trichology & Chemistry

COS 240 - Contemporary Design

COS 253 - Esthetics Ins. Concepts I

COS 254 - Esthetic Ins. Concepts II

COS 260 - Design Applications

COS 271 - Instructor Concepts I

COS 272 - Instructor Practicum I

COS 273 - Instructor Concepts II

COS 274 - Instructor Practicum II

CSC 120 - Computing Fundamentals I

CSC 130 - Computing Fundamentals II

CSC 133 - C Programming

CSC 139 - Visual BASIC Programming

CSC 151 - JAVA Programming

CSC 153 - C# Programming

CSC 251 - Advanced JAVA Programming

CSC 284 - Emerging Comp Prog Tech

CST 111 - Construction I

CST 112 - Construction II

CST 150 - Building Science

CST 238 - Weatherization

CST 241 - Planning/Estimating I

CST 244 - Sustainable Bldg Design

CTC 110 - Chemical Safety & Technology

CTC 111 - Basic Chemistry I

CTC 112 - Basic Chemistry II

CTC 114 - Wet Laboratory Techniques

CTC 115 - Quality Control Laboratory

CTC 120 - Organic Chemistry I

CTC 140 - Organic Processes

CTC 145 - Advanced Laboratory Methods

CTC 150 - Standards & Solutions

CTC 210 - Forensic Laboratory

CTC 220 - Organic Chemistry II

CTC 230 - Biochemistry

CTC 235 - Food Chemistry

CTC 240 - Instru I: Spectroscopy

CTC 250 - Instru II: Chromatography

CTC 260 - Chemical Technology Capstone

CTI 110 - Web, Pgm, & Db Foundation

CTI 120 - Network & Sec Foundation

CTI 135 - Introduction to Green IT

CTI 141 - Cloud & Storage Concepts

CTI 240 - Virtualization Admin I

CTI 241 - Virtualization Admin II

CTS 115 - Info Sys Business Concepts

CTS 120 - Hardware/Software Support

CTS 130 - Spreadsheet

CTS 220 - Adv Hard/Software Support

CTS 240 - Project Management

CTS 285 - Systems Analysis & Design

CTS 289 - System Support Project

CUL 110 - Sanitation & Safety

CUL 110A - Sanitation & Safety Lab

CUL 112 - Nutrition for Foodservice

CUL 120 - Purchasing

CUL 120A - Purchasing Lab

CUL 130 - Menu Design

CUL 135 - Food & Beverage Service

CUL 135A - Food & Beverage Serv Lab

CUL 140 - Culinary Skills I

CUL 142 - Fundamentals of Food

CUL 150 - Food Science

CUL 160 - Baking I

CUL 170 - Garde Manger I

CUL 214 - Wine Appreciation

CUL 230 - Global Cuisines

CUL 240 - Culinary Skills II

CUL 245 - Contemporary Cuisines

CUL 250 - Classical Cuisine

CUL 260 - Baking II

CUL 270 - Garde Manger II

CUL 275 - Catering Cuisine

CUL 280 - Pastry & Confections

CUL 283 - Farm-To-Table

CUL 285 - Competition Fundamentals

CVS 160 - CVS Clinical Ed I

CVS 161 - CVS Clinical Ed II

CVS 162 - CVS Clinical Ed III

CVS 163 - Echo I

CVS 164 - Echo II

CVS 260 - CVS Clinical Ed IV

CVS 261 - CVS Clinical Ed V

CVS 277 - Cardiovascular Topics

DBA 110 - Database Concepts

DBA 120 - Database Programming I

DBA 210 - Database Administration

DDF 211 - Design Process I

DDF 212 - Design Process II

DEA 111 - Introduction to DEAT

DEN 100 - Basic Orofacial Anatomy

DEN 101 - Preclinical Procedures

DEN 102 - Dental Materials

DEN 103 - Dental Sciences

DEN 104 - Dental Health Education

DEN 105 - Practice Management

DEN 106 - Clinical Practice I

DEN 107 - Clinical Practice II

DEN 110 - Orofacial Anatomy

DEN 111 - Infection/Hazard Control

DEN 112 - Dental Radiography

DEN 120 - Dental Hyg Preclinic Lec

DEN 121 - Dental Hygiene Precl Lab

DEN 123 - Nutrition/Dental Health

DEN 124 - Periodontology

DEN 125 - Dental Office Emergencies

DEN 130 - Dental Hygiene Theory I

DEN 131 - Dental Hygiene Clinic I

DEN 140 - Dental Hygiene Theory II

DEN 141 - Dental Hygiene Clinic II

DEN 220 - Dental Hygiene Theory III

DEN 221 - Dental Hygiene Clinic III

DEN 222 - General & Oral Pathology

DEN 223 - Dental Pharmacology

DEN 224 - Materials and Procedures

DEN 230 - Dental Hygiene Theory IV

DEN 231 - Dental Hygiene Clinic IV

DEN 232 - Community Dental Health

DEN 233 - Professional Development

DES 110 - Architectural Graphics

DES 111 - Creative Problem Solving

DES 112 - Bldg/Construc Sys

DES 115 - Color Theory

DES 120 - CAD for Interior Design

DES 121 - CAD for Int Des/Advanced

DES 125 - Visual Presentation I

DES 126 - Visual Presentation II

DES 130 - Digital App/Interior Design

DES 135 - Prin & Elem of Design I

DES 136 - Prin & Elem of Design II

DES 210 - Professional Practices/Int Des

DES 220 - Interior Design Fundamentals

DES 225 - Textiles for Interiors

DES 230 - Residential Design I

DES 231 - Residential Design II

DES 235 - Products

DES 238 - Sustainable Interiors

DES 240 - Commercial/Contract Design I

DES 241 - Comm/Contract Design II

DES 242 - Kitchen/Bath Design

DES 243 - Advanced Kitchen/Bath Design

DES 255 - History of Interiors & Furn I

DES 256 - History of Interiors & Furn II

DES 260 - Materials Calc/Int Design

DES 265 - Lighting/Interior Design

DES 285 - Capstone/Interior Design

DFT 100 - Marine Drafting

DFT 111 - Technical Drafting I

DFT 111A - Technical Drafting I Lab

DFT 112 - Technical Drafting II

DFT 112A - Technical Drafting II Lab

DFT 119 - Basic CAD

DFT 151 - CAD I

DFT 152 - CAD II

DFT 154 - Intro Solid Modeling

DFT 170 - Engineering Graphics

DFT 211 - Gears, Cams, & Pulleys

DFT 231 - Jig & Fixture Design

DFT 254 - Intermed Solid Model/Render

DMA 10 - Operations With Integers

DMA 20 - Fractions and Decimals

DMA 30 - Propor/Ratio/Rate/Percent

DMA 40 - Express/Lin Equat/Inequal

DMA 40 - Express/Lin Equat/Inequal

DMA 50 - Graphs/Equations of Lines

DMA 60 - Polynomial/Quadratic Appl

DMA 65 - Algebra for Precalculus

DMA 65 - Algebra for Precalculus

DMA 70 - Rational Express/Equation

DMA 80 - Radical Express/Equations

DMS 001F - Developmental Math Shell 1

DMS 001G - Developmental Math Shell 1

DMS 001M - Developmental Math Shell 1

DMS 1 - Developmental Math Shell 1

DMS 002F - Developmental Math Shell 2

DMS 002G - Developmental Math Shell 2

DMS 002M - Developmental Math Shell 2

DMS 2 - Developmental Math Shell 2

DMS 3 - Developmental Math Shell 3

DMS 4 - Developmental Math Shell 4

DRA 111 - Theatre Appreciation

DRA 112 - Literature of the Theatre

DRA 115 - Theatre Criticism

DRA 120 - Voice for Performance

DRA 122 - Oral Interpretation

DRA 126 - Storytelling

DRA 128 - Children's Theatre

DRA 130 - Acting I

DRA 131 - Acting II

DRA 135 - Acting for the Camera I

DRA 136 - Acting for the Camera II

DRA 140 - Stagecraft I

DRA 141 - Stagecraft II

DRA 142 - Costuming

DRA 145 - Stage Make-Up

DRA 170 - Play Production I

DRA 171 - Play Production II

DRA 175 - Teleplay Production I

DRA 211 - Theatre History I

DRA 212 - Theatre History II

DRA 230 - Acting III

DRA 231 - Acting IV

DRA 240 - Lighting for the Theatre

DRA 260 - Directing

DRA 270 - Play Production III

DRA 271 - Play Production IV

DRE 96 - Integrated Reading and Writing

DRE 97 - Integrated Reading Writing II

DRE 98 - Integrated Reading Writing III

DRE 99 - Integrated Reading Writing III

ECO 151 - Survey of Economics

ECO 251 - Prin of Microeconomics

ECO 252 - Prin of Macroeconomics

EDU 114 - Intro to Family Childcare

EDU 119 - Intro to Early Child Educ

EDU 131 - Child, Family, and Community

EDU 131 - Child, Family, and Community

EDU 144 - Child Development I

EDU 145 - Child Development II

EDU 146 - Child Guidance

EDU 151 - Creative Activities

EDU 151A - Creative Activities Lab

EDU 153 - Health, Safety and Nutrition

EDU 188 - Issues in Early Child Ed

EDU 216 - Foundations of Education

EDU 216 - Foundations of Education

EDU 221 - Children With Exceptionalities

EDU 234 - Infants, Toddlers, and Twos

EDU 234 - Infants, Toddlers, and Twos

EDU 234A - Infants/Toddlers and Twos Lab

EDU 235 - School-Age Develop & Programs

EDU 250 - Teacher Licensure Preparation

EDU 251 - Exploration Activities

EDU 251A - Exploration Activities Lab

EDU 259 - Curriculum Planning

EDU 261 - Early Childhood Admin I

EDU 262 - Early Childhood Admin II

EDU 263 - School-Age Program Admin

EDU 271 - Educational Technology

EDU 280 - Language/Literacy Experiences

EDU 280A - Literacy Exp Lab

EDU 284 - Early Child Capstone Prac

EFL 55 - English for Special Purpo

EFL 62 - Listening/Speaking II

EFL 63 - Listening/Speaking III

EFL 64 - Listening-Speaking IV

EFL 71 - Reading I

EFL 72 - Reading II

EFL 73 - Reading III

EFL 74 - Reading IV

EFL 81 - Grammar I

EFL 82 - Grammar II

EFL 83 - Grammar III

EFL 84 - Grammar IV

EFL 91 - Composition I

EFL 92 - Composition II

EFL 93 - Composition III

EFL 94 - Composition IV

EGR 110 - Intro to Engineering Tech

EGR 115 - Intro to Technology

EGR 150 - Intro to Engineering

EGR 212 - Logic System Design I

EGR 214 - Num Methods for Engineers

EGR 220 - Engineering Statics

EGR 225 - Engineering Dynamics

EGR 251 - Statics

EGR 252 - Strength of Materials

ELC 111 - Intro to Electricity

ELC 111IS - Intro to Electricity - Ind Sys

ELC 111ME - Intro to Electricity - Mec Eng

ELC 112 - DC/AC Electricity

ELC 113 - Residential Wiring

ELC 114 - Commercial Wiring

ELC 115 - Industrial Wiring

ELC 117 - Motors and Controls

ELC 118 - National Electrical Code

ELC 119 - NEC Calculations

ELC 121 - Electrical Estimating

ELC 125 - Diagrams and Schematics

ELC 128 - Intro to PLC

ELC 131 - Circuit Analysis I

ELC 133 - Circuit Analysis II

ELC 213 - Instrumentation

ELC 220 - Photovoltaic Sys Tech

ELC 221 - Adv PV Sys Designs

ELC 228 - PLC Applications

ELC 230 - Wind & Hydro Power Sys

ELN 114 - Marine Electronics

ELN 131 - Analog Electronics I

ELN 132 - Analog Electronics II

ELN 133 - Digital Electronics

ELN 150 - CAD for Electronics

ELN 152 - Fabrication Techniques

ELN 231 - Industrial Controls

ELN 232 - Intro to Microprocessors

ELN 234 - Communication Systems

ELN 235 - Data Communication Sys

ELN 236 - Fiber Optics and Lasers

ELN 237 - Local Area Networks

ELN 238 - Advanced LANs

ELN 246 - Cert Elect Tech Prep

ELN 260 - Prog Logic Controllers

ELN 275 - Troubleshooting

EMS 110 - EMT

EMS 121 - AEMT Clinical Practicum

EMS 122 - EMS Clinical Practicum I

EMS 122 - EMS Clinical Practicum I

EMS 125 - EMS Instructor Methodology

EMS 130 - Pharmacology

EMS 130 - Pharmacology

EMS 131 - Advanced Airway Management

EMS 131 - Advanced Airway Management

EMS 140 - Rescue Scene Management

EMS 160 - Cardiology I

EMS 220 - Cardiology II

EMS 220 - Cardiology II

EMS 221 - EMS Clinical Practicum II

EMS 221 - EMS Clinical Practicum II

EMS 231 - EMS Clinical Pract III

EMS 231 - EMS Clinical Pract III

EMS 235 - EMS Management

EMS 240 - Patients W/ Special Challenges

EMS 241 - EMS Clinical Practicum IV

EMS 241 - EMS Clinical Practicum IV

EMS 250 - Medical Emergencies

EMS 260 - Trauma Emergencies

EMS 270 - Life Span Emergencies

EMS 280 - EMS Bridging Course

EMS 285 - EMS Capstone

ENG 1 - English Skills Support

ENG 101 - Applied Communications I

ENG 102 - Applied Communications II

ENG 111 - Writing and Inquiry

ENG 112 - Writing/Research in the Disc

ENG 114 - Prof Research & Reporting

ENG 125 - Creative Writing I

ENG 126 - Creative Writing II

ENG 131 - Introduction to Literature

ENG 132 - Introduction to Drama

ENG 231 - American Literature I

ENG 232 - American Literature II

ENG 233 - Major American Writers

ENG 241 - British Literature I

ENG 242 - British Literature II

ENG 251 - Western World Literature I

ENG 252 - Western World Literature II

ENG 261 - World Literature I

ENG 262 - World Literature II

ENG 272 - Southern Literature

ENG 273 - African-American Literature

ENG 274 - Literature by Women

ENT 114 - Entertainment Law

ENV 110 - Environmental Science

ENV 226 - Environmental Law

EPT 120 - Sociology of Disaster

EPT 124 - EM Services Law & Ethics

EPT 130 - Mitigation & Preparedness

EPT 140 - Emergency Management

EPT 150 - Incident Management

EPT 210 - Response & Recovery

EPT 220 - Terrorism and Emer. Mgt.

EPT 275 - Emergency Ops Center Mgt

FIP 120 - Intro to Fire Protection

FIP 124 - Fire Prevention & Public Ed

FIP 128 - Detection & Investigation

FIP 132 - Building Construction

FIP 136 - Inspections & Codes

FIP 152 - Fire Protection Law

FIP 156 - Computers in Fire Svc

FIP 162 - Firefighter Safety & Wellness

FIP 164 - OSHA Standards

FIP 220 - Fire Fighting Strategies

FIP 221 - Adv Fire Fighting Strat

FIP 228 - Local Govt Finance

FIP 240 - Fire Service Supervision

FIP 256 - Munic Public Relations

FIP 276 - Managing Fire Services

FRE 111 - Elementary French I

FRE 112 - Elementary French II

FRE 181 - French Lab 1

FRE 182 - French Lab 2

FRE 211 - Intermediate French I

FRE 212 - Intermediate French II

FST 102 - Foodservice Skills I

FVP 111 - Intro. to Film and Video

FVP 112 - Art Dept Operations I

FVP 113 - Grip & Electrical I

FVP 114 - Camera & Lighting I

FVP 115 - Camera & Lighting II

FVP 116 - Sound Operations

FVP 117 - Make-Up & Wardrobe

FVP 120 - Art Dept. Operations II

FVP 130 - Grip and Electrical II

FVP 212 - Production Techniques I

FVP 213 - Production Techniques II

FVP 215 - Production Management

FVP 220 - Editing I

FVP 223 - Postproduct. Sound Design

FVP 227 - Multimedia Production

FVP 238 - Software Apps for FVP

FVP 240 - Introduction to Screenwriting

FVP 250 - Production Specialties I

FVP 251 - Product. Specialities II

GEL 111 - Geology

GEL 113 - Historical Geology

GEL 120 - Physical Geology

GEL 220 - Marine Geology

GEL 230 - Environmental Geology

GER 111 - Elementary German I

GER 112 - Elementary German II

GER 181 - German Lab 1

GER 182 - German Lab 2

GER 211 - Intermediate German I

GER 212 - Intermediate German II

HBI 110 - Issues and Trends in HBI

HBI 113 - Survey of Med Insurance

HBI 250 - Data Mgmt and Utilization

HBI 289 - HBI Project

HEA 110 - Personal Health/Wellness

HET 110 - Diesel Engines

HET 114 - Power Trains

HET 115 - Electronic Engines

HET 125 - Preventive Maintenance

HET 128 - Medium/Heavy Duty Tune Up

HET 134 - Diesel Fuel & Power Sys

HET 229 - Brakes and Steering

HET 230 - Air Brakes

HIS 111 - World Civilizations I

HIS 112 - World Civilizations II

HIS 115 - Intro to Global History

HIS 116 - Current World Problems

HIS 121 - Western Civilization I

HIS 122 - Western Civilization II

HIS 131 - American History I

HIS 132 - American History II

HIS 221 - African-American History

HIS 227 - Native American History

HIS 228 - History of the South

HIS 229 - History of the Old South

HMT 110 - Intro to Healthcare Mgt

HOR 112 - Landscape Design I

HOR 114 - Landscape Construction

HOR 118 - Equipment Op & Maint

HOR 124 - Nursery Operations

HOR 134 - Greenhouse Operations

HOR 160 - Plant Materials I

HOR 161 - Plant Materials II

HOR 162 - Applied Plant Science

HOR 164 - Hort Pest Management

HOR 166 - Soils & Fertilizers

HOR 168 - Plant Propagation

HOR 213 - Landscape Design II

HOR 235 - Greenhouse Production

HOR 257 - Arboriculture Practices

HRM 110 - Intro to Hosp & Tourism

HRM 115 - Housekeeping

HRM 115A - Housekeeping Lab

HRM 120 - Front Office Procedures

HRM 120A - Front Office Procedures Lab

HRM 124 - Guest Service Management

HRM 130 - Bed and Breakfast Mgt.

HRM 135 - Facilities Management

HRM 140 - Legal Issues-Hospitality

HRM 160 - Info Systems for Hosp

HRM 210 - Meetings & Event Planning

HRM 215 - Restaurant Management

HRM 215A - Restaurant Management Lab

HRM 220 - Cost Control-Food & Bev

HRM 220A - Cost Control-Food & Bev Lab

HRM 225 - Beverage Management

HRM 228 - Mixology

HRM 230 - Club & Resort Management

HRM 240 - Marketing for Hospitality

HRM 245 - Human Resource Mgmt-Hosp

HRM 260 - Procurement for Hosp

HRM 275 - Leadership-Hospitality

HRM 280 - Mgmt Problems-Hospitality

HRM 285 - Service Projects-Hosp

HSC 110 - Orientation to Health Careers

HSE 110 - Intro to Human Services

HSE 112 - Group Process I

HSE 123 - Interviewing Techniques

HSE 125 - Counseling

HSE 210 - Human Services Issues

HSE 225 - Crisis Intervention

HUM 110 - Technology and Society

HUM 115 - Critical Thinking

HUM 120 - Cultural Studies

HUM 121 - The Nature of America

HUM 122 - Southern Culture

HUM 130 - Myth in Human Culture

HUM 140 - History of Architecture

HUM 150 - American Women's Studies

HUM 160 - Introduction to Film

HUM 161 - Advanced Film Studies

HUM 170 - The Holocaust

HUM 180 - Internat Cultural Explor

HUM 220 - Human Values and Meaning

HUM 230 - Leadership Development

HYD 110 - Hydraulics/Pneumatics I

HYD 110EE - Hydraulics/Pneumatics I - Elec

HYD 110IS - Hydraulics/Pneumatics I - Ind

HYD 110ME - Hydraulics/Pneumatics I - Mech

HYD 112 - Hydraulics-Med/Heavy Duty

INS 121 - Life Insurance

INS 122 - Accident and Health Insurance

INT 110 - International Business

INT 210 - International Trade

IPP 111 - Intro to Interpretation

IPP 112 - Comparative Cultures

IPP 130 - Analytical Skills for Int

IPP 152 - ASL/English Translation

IPP 161 - Consecutive Interpreting

IPP 221 - Simultaneous Interpret I

IPP 224 - ASL to English Interpret

IPP 240 - Ethical Stnds & Practices

ISC 112 - Industrial Safety

ISC 112EE - Industrial Safety - Elec

ISC 121 - Envir Health & Safety

ISC 130 - Intro to Quality Control

ISC 278 - cGMP Quality Systems

JOU 110 - Intro to Journalism

JOU 217 - Feature/Editorial Writing

LEX 110 - Intro to Paralegal Study

LEX 120 - Legal Research/Writing I

LEX 121 - Legal Research/Writing II

LEX 130 - Civil Injuries

LEX 140 - Civil Litigation I

LEX 141 - Civil Litigation II

LEX 150 - Commercial Law I

LEX 151 - Commercial Law II

LEX 160 - Criminal Law & Procedure

LEX 170 - Administrative Law

LEX 210 - Real Property I

LEX 211 - Real Property II

LEX 214 - Investigat & Trial Prep

LEX 240 - Family Law

LEX 250 - Wills, Estates, & Trusts

LEX 260 - Bankruptcy and Collections

LEX 270 - Law Office Mgt/Technology

LEX 271 - Law Office Writing

LEX 273 - NCCP Review Course

LEX 280 - Ethics & Professionalism

LEX 287 - CLA Review Seminar

LEX 288 - Elder Law

LEX 290 - Seminar/Selected Topic

LSG 111 - Basic Landscape Technique

LSG 121 - Fall Gardening Lab

LSG 122 - Spring Gardening Lab

LSG 123 - Summer Gardening Lab

LSG 231 - Landscape Supervision

LSG 232 - Garden Management

LSG 297 - Seminar in Landscape Gardening

MAC 111 - Machining Technology I

MAC 112 - Machining Technology II

MAC 112A - Machining Technology II - A

MAC 112B - Machining Technology II - B

MAC 113 - Machining Technology III

MAC 121 - Intro to CNC

MAC 122 - CNC Turning

MAC 124 - CNC Milling

MAC 131 - Blueprint Reading/Mach I

MAC 132 - Blueprint Reading/Mach II

MAC 152 - Adv Machining Calc

MAC 222 - Advanced CNC Turning

MAC 224 - Advanced CNC Milling

MAC 233 - Appl in CNC Machining

MAC 241 - Jigs & Fixtures I

MAC 245 - Mold Construction I

MAC 248 - Production Procedures

MAT 1 - Math Skills Support

MAT 50 - Basic Math Skills

MAT 110 - Math Measurement & Literacy

MAT 121 - Algebra/Trigonometry I

MAT 122 - Algebra/Trigonometry II

MAT 142 - Mathematical Concepts II

MAT 143 - Quantitative Literacy

MAT 152 - Statistical Methods I

MAT 171 - Precalculus Algebra

MAT 172 - Precalculus Trigonometry

MAT 263 - Brief Calculus

MAT 271 - Calculus I

MAT 272 - Calculus II

MAT 273 - Calculus III

MAT 280 - Linear Algebra

MAT 285 - Differential Equations

MEC 110 - Intro to CAD/CAM

MEC 111 - Machine Processes I

MEC 130 - Mechanisms

MEC 145 - Mfg Materials I

MEC 231 - Comp-Aided Manufact I

MEC 232 - Comp-Aided Manufact II

MEC 265 - Fluid Mechanics

MEC 267 - Thermal Systems

MED 110 - Orientation to Med Assist

MED 120 - Survey of Med Terminology

MED 121 - Medical Terminology I

MED 122 - Medical Terminology II

MED 130 - Admin Office Proc I

MED 131 - Admin Office Proc II

MED 134 - Medical Transcription

MED 136 - Preventive Health

MED 140 - Exam Room Procedures I

MED 150 - Laboratory Procedures I

MED 260 - MED Clinical Practicum

MED 264 - Med Assisting Overview

MED 270 - Symptomatology

MED 272 - Drug Therapy

MED 274 - Diet Therapy/Nutrition

MED 276 - Patient Education

MKT 120 - Principles of Marketing

MKT 121 - Retailing

MKT 221 - Consumer Behavior

MKT 223 - Customer Service

MKT 224 - International Marketing

MKT 232 - Social Media Marketing

MNT 110 - Intro to Maint Procedures

MNT 111 - Maintenance Practices

MNT 131 - Metalworking Processes

MNT 220 - Rigging and Moving

MNT 230 - Pumps & Piping Systems

MRN 121 - Marine Engines

MRN 147 - Marine Power Trains

MRN 150 - Adv Marine Electrical Sys

MSC 110 - Training Cruise I

MSC 112 - Training Cruise II

MSC 114 - Training Cruise III

MSC 120 - Marine Software & Data Ntwks

MSC 120 - Marine Software & Data Ntwks

MSC 122 - Boat Handling/Seamanship

MSC 124 - Industrial Skills

MSC 126 - Marine Engines

MSC 132 - Fishing Gear Tech I

MSC 134 - Fishing Gear Tech II

MSC 150 - Marine Navigation

MSC 152 - Marine Instrumentation

MSC 154 - Marine Photography

MSC 160 - Oceanography

MSC 172 - Marine Biology

MSC 174 - Marine Invertebrate Zoo

MSC 180 - Water Analysis

MSC 210 - Marine Envir Samp&Analysis

MSC 216 - Training Cruise IV

MSC 218 - Training Cruise V

MSC 220 - Marine GIS

MSC 254 - Marine Data Processing

MSC 256 - Cartogr/Hydro Surveying

MSC 258 - CAD & Multimedia Display

MSC 276 - Marine Vertebrate Zoo

MUS 110 - Music Appreciation

MUS 111 - Fundamentals of Music

MUS 112 - Introduction to Jazz

MUS 113 - American Music

MUS 114 - Non-Western Music

MUS 121 - Music Theory I

MUS 122 - Music Theory II

MUS 123 - Music Composition

MUS 125 - Aural Skills I

MUS 126 - Aural Skills II

MUS 131 - Chorus I

MUS 132 - Chorus II

MUS 133 - Band I

MUS 134 - Band II

MUS 135 - Jazz Ensemble I

MUS 136 - Jazz Ensemble II

MUS 137 - Orchestra I

MUS 138 - Orchestra II

MUS 141 - Ensemble I

MUS 141B - Ensemble I - Brass

MUS 141J - Ensemble I - Jazz Orchestra

MUS 141O - Ensemble I - Orchestra

MUS 141R - Ensemble I - Rock

MUS 141S - Ensemble I - Strings

MUS 141W - Ensemble I - Woodwind

MUS 141XB - Ensemble I - Dummy

MUS 141XJ - Ensemble I - Dummy

MUS 141XR - Ensemble I - Dummy

MUS 141XS - Ensemble I - Dummy

MUS 141XX - Do Not Use

MUS 142 - Ensemble II

MUS 142R - Ensemble II - Rock

MUS 142XR - Ensemble II - Dummy

MUS 151 - Class Music I

MUS 151B - Class Music I - Brass

MUS 151G - Class Music I - Guitar

MUS 151P - Class Music I - Piano

MUS 151S - Class Music I - Saxophone

MUS 151V - Class Music I - Violin

MUS 151VO - Class Music I - Voice

MUS 151W - Class Music I - Woodwind

MUS 151XB - Class Music I - Dummy

MUS 151XG - Class Music I - Dummy

MUS 151XP - Class Music I - Dummy

MUS 151XS - Class Music I - Dummy

MUS 151XVO - Class Music I - Dummy

MUS 151XW - Class Music I - Dummy

MUS 151XX - Do Not Use

MUS 152 - Class Music II

MUS 152G - Class Music II - Guitar

MUS 152P - Class Music II - Piano

MUS 152R - Class Music II - Rock

MUS 152S - Class Music II - Saxophone

MUS 152V - Class Music II Violin

MUS 152VO - Class Music II - Voice

MUS 152X - Do Not Use

MUS 152XG - Class Music II - Dummy

MUS 152XP - Class Music II - Dummy

MUS 152XR - Class Music II - Dummy

MUS 152XS - Class Music II - Dummy

MUS 152XVO - Class Music II - Dummy

MUS 161 - Applied Music I

MUS 161B - Applied Music I - Brass

MUS 161G - Applied Music I - Guitar

MUS 161J - Applied Music I - Jazz Instrum

MUS 161P - Applied Music I - Piano

MUS 161S - Applied Music I - Saxophone

MUS 161V - Applied Music I-Violin

MUS 161VO - Applied Music I - Voice

MUS 161W - Applied Music I - Woodwind

MUS 161XB - Applied Music I - Dummy

MUS 161XG - Applied Music I - Dummy

MUS 161XP - Applied Music I - Dummy

MUS 161XS - Applied Music I - Dummy

MUS 161XVO - Applied Music I - Dummy

MUS 161XW - Applied Music I - Dummy

MUS 161XX - Do Not Use

MUS 162 - Applied Music II

MUS 162B - Applied Music II - Brass

MUS 162G - Applied Music II - Guitar

MUS 162P - Applied Music II - Piano

MUS 162T - Applied Music II -Trumpet

MUS 162V - Applied Music II Violin

MUS 162VO - Applied Music II - Voice

MUS 162W - Applied Music II -Woodwind

MUS 162XG - Applied Music II - Dummy

MUS 162XP - Applied Music II - Dummy

MUS 162XVO - Applied Music II - Dummy

MUS 162XX - Do Not Use

MUS 170 - Business of Music

MUS 210 - History of Rock Music

MUS 211 - History of Country Music

MUS 212 - American Musical Theatre

MUS 213 - Opera and Musical Theatre

MUS 214 - Electronic Music I

MUS 215 - Electronic Music II

MUS 221 - Music Theory III

MUS 221 - Music Theory III

MUS 222 - Music Theory IV

MUS 222 - Music Theory IV

MUS 231 - Chorus III

MUS 232 - Chorus IV

MUS 233 - Band III

MUS 234 - Band IV

MUS 235 - Jazz Ensemble III

MUS 236 - Jazz Ensemble IV

MUS 237 - Orchestra III

MUS 238 - Orchestra IV

MUS 241 - Ensemble III

MUS 242 - Ensemble IV

MUS 251 - Class Music III

MUS 251G - Class Music III - Guitar

MUS 251P - Class Music III - Piano

MUS 251XG - Class Music III - Dummy

MUS 252 - Class Music IV

MUS 253 - Big Band

MUS 260 - Intro to Music Education

MUS 261 - Applied Music III

MUS 261B - Applied Music III -Brass

MUS 261G - Applied Music III - Guitar

MUS 261M - Applied Music III

MUS 261P - Applied Music III - Piano

MUS 261S - Applied Music III - Saxophone

MUS 261V - Applied Music III - Violin

MUS 261W - Applied Music III

MUS 261XG - Applied Music III - Dummy

MUS 261XS - Applied Music III - Dummy

MUS 262 - Applied Music IV

MUS 262G - Applied Music IV Guitar

MUS 262M - Applied Music IV Voice

MUS 262P - Applied Music IV -Piano

MUS 262V - Applied Music IV Violin

MUS 262W - Applied Music IV Woodwind

MUS 271 - Music History I

MUS 272 - Music History II

NAS 101 - Nurse Aide I

NAS 102 - Nurse Aide II

NAS 103 - Home Health Care Nurse Aide

NET 110 - Networking Concepts

NET 111 - Internetwork Arch & Design

NET 116 - Fund of Voice/Data Cable

NET 125 - Introduction to Networks

NET 126 - Routing Basics

NET 225 - Routing & Switching I

NET 226 - Routing and Switching II

NOS 110 - Operating Systems Concepts

NOS 130 - Windows Single User

NOS 230 - Windows Administration I

NUC 110 - Nuclear Reactor Systems

NUC 120 - Nuclear Reactor Theory

NUC 130 - Applied NDE-Nuclear

NUC 210 - Nuclear Steam Plant Systems

NUC 220 - Nuclear Primary Plant Systems

NUR 101 - Practical Nursing I

NUR 102 - Practical Nursing II

NUR 103 - Practical Nursing III

NUR 107 - LPN Refresher

NUR 107A - Lpn Refresher - Class

NUR 107B - Lpn Refresher - Clinical

NUR 111 - Intro to Health Concepts

NUR 112 - Health-Illness Concepts

NUR 113 - Family Health Concepts

NUR 114 - Holistic Health Concepts

NUR 211 - Health Care Concepts

NUR 212 - Health System Concepts

NUR 213 - Complex Health Concepts

NUR 220 - Nursing V

NUT 110 - Nutrition

OMT 156 - Problem-Solving Skills

OST 131 - Keyboarding

OST 136 - Word Processing

OST 148 - Med Ins & Billing

OST 149 - Medical Legal Issues

OST 164 - Office Editing

OST 201 - Medical Transcription I

OST 202 - Medical Transcription II

OST 241 - Med Ofc Transcription I

OST 242 - Med Ofc Transcription II

OST 243 - Med Office Simulation

OST 247 - Procedure Coding

OST 247 - Procedure Coding

OST 248 - Diagnostic Coding

OST 248 - Diagnostic Coding

OST 249 - Med Coding Certification Prep

OST 260 - Adv Coding Methodologies

OST 280 - Electronic Health Records

OST 288 - Medical Office Admin Capstone

OST 289 - Administrative Office Mgt

OTA 110 - Fundamentals of OT

OTA 120 - OT Media I

OTA 130 - Assessment Skills

OTA 140 - Professional Skills I

OTA 150 - Peds Concepts & Interventions

OTA 161 - Fieldwork I-Placement 1

OTA 162 - Fieldwork I-Placement 2

OTA 163 - Fieldwork I-Placement 3

OTA 170 - Physical Conditions

OTA 180 - Psychosocial Conditions

OTA 220 - OT Media II

OTA 240 - Professional Skills II

OTA 250 - Adult Concepts & Interventions

OTA 260 - Level II Fieldwork Placement 1

OTA 261 - Level II Fieldwork Placement 2

PBT 100 - Phlebotomy Technology

PBT 101 - Phlebotomy Practicum

PCI 162 - Instrumentation Controls

PCI 262 - Intro to Process Control

PED 110 - Fit and Well for Life

PED 113 - Aerobics I

PED 117 - Weight Training I

PED 120 - Walking for Fitness

PED 122 - Yoga I

PED 123 - Yoga II

PED 124 - Run, Swim, Cycle

PED 125 - Self-Defense: Beginning

PED 128 - Golf-Beginning

PED 129 - Golf-Intermediate

PED 130 - Tennis-Beginning

PED 131 - Tennis-Intermediate

PED 143 - Volleyball-Beginning

PED 145 - Basketball-Beginning

PED 147 - Soccer

PED 148 - Softball

PED 149 - Flag Football

PED 154 - Swimming for Fitness

PED 170 - Backpacking

PED 210 - Team Sports

PED 211 - New Games

PED 216 - Indoor Cycling

PED 219 - Disc Golf

PED 233 - Ju-Jitsu

PED 235 - Tai Chi

PHI 210 - History of Philosophy

PHI 215 - Philosophical Issues

PHI 220 - Western Philosophy I

PHI 221 - Western Philosophy II

PHI 230 - Introduction to Logic

PHI 240 - Introduction to Ethics

PHM 110 - Introduction to Pharmacy

PHM 111 - Pharmacy Practice I

PHM 115 - Pharmacy Calculations

PHM 115A - Pharmacy Calculations Lab

PHM 118 - Sterile Products

PHM 120 - Pharmacology I

PHM 125 - Pharmacology II

PHM 133 - Pharmacy Clinical

PHM 135 - Pharmacy Clinical

PHM 136 - Pharmacy Clinical

PHM 140 - Trends in Pharmacy

PHM 150 - Hospital Pharmacy

PHM 155 - Community Pharmacy

PHM 160 - Pharm Dosage Forms

PHM 165 - Pharmacy Prof Practice

PHM 265 - Professional Issues

PHY 110 - Conceptual Physics

PHY 110A - Conceptual Physics Lab

PHY 131 - Physics-Mechanics

PHY 132 - Physics-Elec & Magnetism

PHY 151 - College Physics I

PHY 152 - College Physics II

PHY 251 - General Physics I

PHY 252 - General Physics II

PLU 110 - Modern Plumbing

PLU 111 - Intro to Basic Plumbing

PLU 120 - Plumbing Applications

PLU 130 - Plumbing Systems

PLU 140 - Intro to Plumbing Codes

PLU 150 - Plumbing Diagrams

PLU 160 - Plumbing Estimates

PMT 110 - Intro to Project Mgmt

POL 110 - Intro Political Science

POL 120 - American Government

POL 130 - State & Local Government

POL 210 - Comparative Government

POL 220 - International Relations

POL 250 - Intro to Political Theory

PSY 118 - Interpersonal Psychology

PSY 150 - General Psychology

PSY 211 - Psychology of Adjustment

PSY 241 - Developmental Psych

PSY 259 - Human Sexuality

PSY 263 - Educational Psychology

PSY 265 - Behavioral Modification

PSY 281 - Abnormal Psychology

RAD 110 - Rad Intro & Patient Care

RAD 111 - RAD Procedures I

RAD 112 - RAD Procedures II

RAD 112 - RAD Procedures II

RAD 113 - RAD Lab Elective

RAD 121 - Image Production I

RAD 121 - Radiographic Imaging I

RAD 122 - Image Production II

RAD 122 - Radiographic Imaging II

RAD 131 - Radiographic Physics I

RAD 141 - Radiation Safety

RAD 151 - RAD Clinical Ed I

RAD 161 - RAD Clinical Ed II

RAD 171 - RAD Clinical Ed III

RAD 181 - RAD Clinical Elective

RAD 182 - RAD Clinical Elective

RAD 211 - RAD Procedures III

RAD 211 - RAD Procedures III

RAD 231 - Image Production III

RAD 231 - Radiographic Physics II

RAD 241 - Radiobiology/Protection

RAD 245 - Image Analysis

RAD 251 - RAD Clinical Ed IV

RAD 251 - RAD Clinical Ed IV

RAD 261 - RAD Clinical Ed V

RAD 261 - RAD Clinical Ed V

RAD 271 - Radiography Capstone

RAD 271 - Radiography Capstone

RAD 281 - RAD Clinical Elective

REL 110 - World Religions

REL 111 - Eastern Religions

REL 112 - Western Religions

REL 211 - Intro to Old Testament

REL 212 - Intro to New Testament

REL 221 - Religion in America

RLS 112 - Broker Prelicensing

RLS 113 - Real Estate Mathematics

RLS 121 - Broker Relationships

RLS 122 - Contracts and Closing

RLS 123 - Select Real Estate Issues

SAB 110 - Substance Abuse Overview

SAB 120 - Intake and Assessment

SAB 125 - SA Case Management

SAB 135 - Addictive Process

SAB 210 - Sub Abuse Counseling

SAB 240 - Sab Issues in Client Serv

SEC 110 - Security Concepts

SEC 160 - Security Administration I

SEC 260 - Security Admin II

SEM 297 - Seminar in _____

SOC 210 - Introduction to Sociology

SOC 213 - Sociology of the Family

SOC 220 - Social Problems

SOC 225 - Social Diversity

SOC 230 - Race and Ethnic Relations

SOC 232 - Social Context of Aging

SOC 234 - Sociology of Gender

SOC 240 - Social Psychology

SOC 242 - Sociology of Deviance

SON 110 - Intro to Sonography

SON 111 - Sonographic Physics

SON 120 - SON Clinical Ed I

SON 121 - SON Clinical Ed II

SON 130 - Abdominal Sonography I

SON 131 - Abdominal Sonography II

SON 140 - Gynecological Sonography

SON 220 - Son Clinical Ed III

SON 221 - SON Clinical Ed IV

SON 225 - Case Studies

SON 241 - Obstetrical Sonography I

SON 242 - Obstetrical Sonography II

SON 250 - Vascular Sonography

SON 272 - Advanced Pathology

SON 289 - Sonographic Topics

SPA 111 - Elementary Spanish I

SPA 112 - Elementary Spanish II

SPA 120 - Spanish for the Workplace

SPA 141 - Culture and Civilization

SPA 151 - Hispanic Literature

SPA 161 - Cultural Immersion

SPA 181 - Spanish Lab 1

SPA 182 - Spanish Lab 2

SPA 211 - Intermediate Spanish I

SPA 212 - Intermediate Spanish II

SPA 215 - Spanish Phonetics/Structu

SPA 221 - Spanish Conversation

SPA 231 - Reading and Composition

SPA 281 - Spanish Lab 3

SPA 282 - Spanish Lab 4

SPI 113 - Intro. to Spanish Inter.

SPI 114 - Ana.Skills Spanish Inter.

SPI 213 - Review of Grammar

SPI 214 - Intro. to Translation

SPI 221 - Consecutive Interp I

SPI 241 - Legal Interpreting I

SPI 243 - Medical Interpreting I

SPI 245 - Community Interpreting I

SST 110 - Intro to Sustainability

SST 120 - Energy Use Analysis

SST 130 - Modeling Renewable Energy

SST 140 - Green Bldg & Design Concepts

SST 210 - Issues in Sustainability

SST 250 - Sustain Capstone Project

SUR 110 - Intro to Surg Tech

SUR 111 - Periop Patient Care

SUR 122 - Surgical Procedures I

SUR 122AB - Surgical Procedures I

SUR 122BB - Surgical Procedures I

SUR 123 - Sur Clinical Practice I

SUR 123AB - Sur Clinical Practice I

SUR 123BB - Sur Clinical Practice I

SUR 134 - Surgical Procedures II

SUR 135 - SUR Clinical Practice II

SUR 137 - Professional Success Prep

SUR 210 - Adv SUR Clinical Practice

SUR 211 - Adv Theoretical Concepts

TDP 110 - Introduction to 3D Printing

TDP 140 - Precision 3D Printing

TNE 245 - Netwk Perimeter Security

TNE 255 - Network Servers

TRF 110 - Intro Turfgrass Cult & ID

TRN 110 - Intro to Transport Tech

TRN 120 - Basic Transp Electricity

TRN 130 - Intro to Sustainable Transp

TRN 140 - Transp Climate Control

TRN 140A - Transp Climate Cont Lab

TRN 145 - Adv Transp Electronics

TRN 180 - Basic Welding for Transp

TRP 100 - Truck Driver Training

VET 110 - Animal Breeds and Husbandry

VET 114 - Intro to Vet Med Tech

VET 120 - Vet Anatomy & Physiology

VET 121 - Veterinary Medical Terminology

VET 122 - Veterinary Zoology

VET 123 - Veterinary Parasitology

VET 125 - Veterinary Diseases I

VET 126 - Veterinary Diseases II

VET 131 - Vet Lab Techniques I

VET 133 - Vet Clinical Practice I

VET 137 - Vet Office Practices

VET 211 - Vet Lab Techniques II

VET 212 - Vet Lab Techniques III

VET 213 - Vet Clinical Practice II

VET 214 - Vet Clinical Practice III

VET 215 - Veterinary Pharmacology

VET 217 - Large Animal Clin Pract

VET 237 - Animal Nutrition

WBL 110 - World of Work

WBL 111 - Work-Based Learning I

WBL 111A - Work-Based Learning I Acct

WBL 111B - Work-Based Learning I Bus.

WBL 111D - Work-Based Learning I Des

WBL 111E - Work-Based Learning I Cet

WBL 111F - Work-Based Learning I Fip

WBL 111G - Work-Based Learning I Lnd/Gard

WBL 111H - Work-Based Learning I Hotel/Re

WBL 111I - Work-Based Learning I - Spi

WBL 111J - Work-Based Learning I Crim.jus

WBL 111K - Work-Based Learning I Culinary

WBL 111M - Work-Based Learning I Med. Adm

WBL 111N - Work-Based Learning I Nuc Tech

WBL 111P - Work-Based Learning I Paraleg

WBL 111Q - Work-Based Learning I -IPP

WBL 111R - Work-Based Learning I Eln

WBL 111S - Work-Based Learning I Sst

WBL 111T - Work-Based Learning I Ctc

WBL 111U - Work-Based Learning I

WBL 111V - Work-Based Learning I Film&vid

WBL 111W - Work-Based Learning I Plumbing

WBL 111X - Work-Based Learning I - Cmt

WBL 111Y - Work-Based Learning I -Baking&

WBL 112 - Work-Based Learning I

WBL 112AB - Work-Based Learning I

WBL 112AB - Work-Based Learning I

WBL 112AB - Work-Based Learning I

WBL 112B - Work-Based Learning I Business

WBL 112BB - Work-Based Learning I

WBL 112BB - Work-Based Learning I

WBL 112BB - Work-Based Learning I

WBL 112BB - Work-Based Learning I

WBL 112BB - Work-Based Learning I

WBL 112BB - Work-Based Learning I

WBL 112H - Work-Based Learning I HRM

WBL 112K - Work-Based Learning I CUL

WBL 112Y - Work-Based Learning I

WBL 112Z - Work-Based Learning I VET

WBL 113 - Work-Based Learning I

WBL 115 - Work-Based Learning Seminar I

WBL 115H - Work-Based Learning Seminar I

WBL 115I - Work-Based Learning Seminar I

WBL 115J - Work-Based Learning Seminar I

WBL 115K - Work-Based Learning Seminar I

WBL 115P - Work-Based Learning Seminar I

WBL 115U - Work-Based Learning Seminar I

WBL 115V - Work-Based Learning Seminar I

WBL 115Y - Work-Based Learning Seminar I

WBL 121 - Work-Based Learning II

WBL 121A - Work-Based Learning II Acct

WBL 121B - Work-Based Learning II Bus.

WBL 121E - Work-Based Learning II Cet

WBL 121G - Work-Based Learning II Lnd-Gar

WBL 121H - Work-Based Learning II Hotel/R

WBL 121K - Work-Based Learning II Culinar

WBL 121N - Work-Based Learning II Nuc Tec

WBL 121S - Work-Based Learning II Sst

WBL 121T - Work-Based Learning II Ctc

WBL 121Y - Work-Based Learning II Baking

WBL 125 - Work-Based Learning Seminar II

WBL 131 - Work-Based Learning III

WBL 131G - Work-Based Learning III L-G

WBL 131H - Work-Based Learning III H-M

WBL 131K - Work-Based Learning III Culina

WBL 215 - Work-Based Learning Seminar IV

WEB 111 - Intro to Web Graphics

WEB 115 - Web Markup and Scripting

WEB 151 - Mobile Application Dev I

WEB 179 - JAVA Web Programming

WEB 210 - Web Design

WEB 213 - Internet Mkt & Analytics

WEB 215 - Adv Markup and Scripting

WEB 289 - Internet Technologies Project

WLD 110 - Cutting Processes

WLD 112 - Basic Welding Processes

WLD 115 - SMAW (Stick) Plate

WLD 116 - SMAW (stick) Plate/Pipe

WLD 121 - GMAW (MIG) FCAW/Plate

WLD 131 - GTAW (TIG) Plate

WLD 132 - GTAW (TIG) Plate/Pipe

WLD 141 - Symbols & Specifications

WLD 143 - Welding Metallurgy

WLD 215 - SMAW (stick) Pipe

WLD 231 - GTAW (TIG) Pipe

WLD 262 - Inspection & Testing